

Student Handbook

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Wake Forest Student Handbook 1992-1993

WAKE FOREST
UNIVERSITY

Published by the Division of Student Life

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Welcome to Wake Forest University!

The 1992-1993 school year will be a year of vast opportunities for all students, both new and returning. I encourage you to broaden yourself academically, culturally, and socially.

Wake Forest boasts a long history of academic excellence. I hope you will take advantage of the academic opportunities the University provides. Wake Forest offers numerous opportunities for campus involvement as well. Involvement in campus activities will enhance your college experience by complementing and providing a balance to your academic life. The unique atmosphere and size of the University affords students the opportunity to interact with their peers from across the campus and both faculty and administrators. Enrich your experience through interaction with faculty members and staff and through participation in Student Government, publications, Student Union, sports, residence life, religious organizations, Greek life, and other student activities.

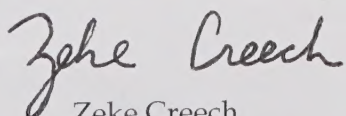
The *Wake Forest Student Handbook* is a source of information which will increase your awareness of the activities, services, and facilities available to you. The handbook describes the leadership roles of students in the governance of University life. In addition, the handbook outlines various University expectations and the policies and procedures pertaining to such expectations. Please read through the contents to familiarize yourself with the handbook and save it for use as a reference throughout the year.

As your Student Government president, I wish to articulate the desire for Student Government to work for and with all students in any way possible. Please voice your opinions, concerns, or ideas to any of the student leaders so that we may best serve you.

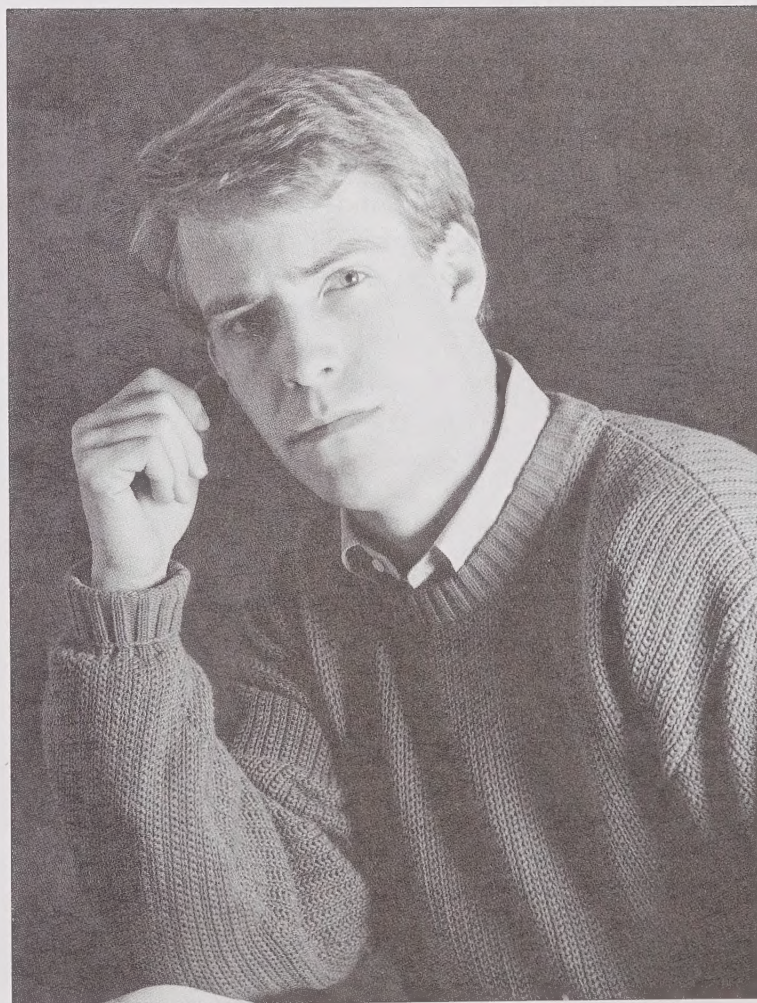
I am extremely excited about the coming year. I expect it to be a challenging year and with hard work a successful year for all students, especially if we work together.

Best of luck for an academically and socially rewarding year at Wake Forest!

Sincerely,



Zeke Creech
President, Student Government



Purpose, History, and Traditions

Wake Forest College is the undergraduate school of arts and sciences of Wake Forest University. It is the wellspring that provides the University's unique character. At a time when enlightened citizens perceive a bankruptcy of social values, Wake Forest's character deserves the close attention and affection of all students.

They will find a love of learning and a realization that learning must be used to serve others. They will find an air of democracy where a reliable understanding of one's self—and of one's peers—can be pursued more easily. This sort of understanding is, of course, a lifelong process, but Wake Forest is a great stimulus to the admirable habit of trying to understand. They will find respect for matters of the spirit. They also will find teachers who are intelligent and compassionate.

The University has six constituent parts: two undergraduate institutions, Wake Forest College and the School of Business and Accountancy; the Graduate School; the School of Law; the Bowman Gray School of Medicine; and the Babcock Graduate School of Management.

The College and the Graduate School exhibit a greater attention to learning for its own sake, although learning's practical aspects are not dismissed.

Wake Forest honors the ideals of liberal learning, which entail commitment to transmission of cultural heritages; teaching the modes of learning in the basic disciplines of human knowledge; developing critical appreciation of moral, aesthetic, and religious values; advancing the frontiers of knowledge through serious and extensive research; and applying and using knowledge in the service of humanity.

Beginning as early as 1894—sixty years after its founding—Wake Forest readily accepted an obligation to provide professional training in a number of fields. The first was law. Professional education at Wake Forest is characterized by a commitment to ethical and other professional ideals that transcends skill in specific fields.

Like the Graduate School, the professional schools are dedicated to the advancement of learning, and they are specifically committed to the application of knowledge to solving concrete problems of human beings. Thus, they enhance the University as a whole and contribute to the well-being of many.

Wake Forest was founded in 1834 by the Baptist State Convention of North Carolina. Although the ultimate decision-making authority lies with a privately-appointed Board of Trustees, the University has pro-

found respect for its religious heritage and is committed to translating that respect into service to all religious groups and to the world beyond Wake Forest.

Part of the official statement of purpose of the College says Wake Forest "seeks to educate together persons of both sexes and from a wide range of backgrounds—racial, ethnic, religious, geographical, socioeconomic, and cultural... Its residential features are conducive to learning and to the pursuit of a wide range of co-curricular activities. It has made a conscious choice to remain small in overall size; it takes pride in being able to function as a community rather than a conglomerate..."

The University is increasingly recognized nationally. At the same time, it recognizes that it receives national attention, at least in part, because its earliest traditions make this a place that is vibrant, warm, stimulating, and full of promise.

You easily recognize the obvious traditions. From "rolling the Quad" to stealing the Derby Day mascot, from Founders' Day Convocation to graduation on the plaza, Wake Forest students take pride and have fun in preserving the past.

More important are the traditions of honor as outlined in the section on the honor system, the love of learning, an unusually strong spirit of friendliness, and a fierce spirit of independence. The religious tradition gives the University roots that ensure its lasting identity and branches that provide a supportive environment for a wide variety of faiths.

Again from the statement of purpose: "The Baptist emphasis upon revealed truth enables a strong religious critique of human reason, even as the claims of revelation are put under the scrutiny of reason. The character of intellectual life at Wake Forest encourages open and frank dialogue and provides assurance that the University will be ecumenical and not provincial in scope and that it must encompass perspectives other than the Christian. Wake Forest thus seeks to maintain and invigorate what is noblest in its religious heritage."

As you can see, Wake Forest is a diverse place, but its total personality encourages individual growth and concern for all people.

Statement of Principle

Wake Forest is a community of men and women that seeks the enlightenment and freedom which come through diligent study and learning. Its higher goal, however, is to give life to the University motto, "Pro Humanitate," as the passion for knowledge is translated into compassionate service.

A tradition is shared that embraces freedom and integrity and that acknowledges the worth of the individual. This heritage, established by the founders

and nurtured by succeeding generations, promotes a democratic spirit arising from open-mindedness and discourse.

Wake Forest fosters compassion and caring for others. Its collective strength and character are derived from the values and distinctive experiences of each individual; therefore, the richness of human intellect and culture is affirmed and its contribution to knowledge, faith, reason, and dialogue. Furthermore, Wake Forest strives toward a society in which good will, respect, and equality prevail. To that end, hatred and bigotry in any form are rejected and justice, honor, and mutual trust are promoted.

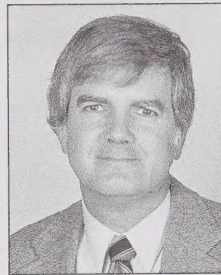




President
Thomas K. Hearn Jr.



Dean of the College
Thomas E. Mullen



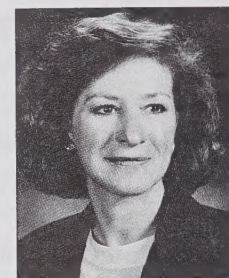
Associate Dean of
the College
Toby A. Hale



Associate Dean of
the College
William S. Hamilton



Associate Dean of
the College
Patricia A. Johansson



Dean of the School
of Business and
Accountancy
Dana J. Johnson

People of Wake Forest

Students at Wake Forest care about life and learning. The more than 270 members of the faculty and the University's administrators want to help students get the most out of their college experience. Many faculty members get to know students outside the classroom by inviting them to departmental get-togethers or to their homes and by serving on joint student/faculty committees. Most faculty post their office hours early in the semester and are happy to talk with students about academic matters and other concerns and interests.

The opening convocation in the fall and the February convocation celebrating Founders' Day bring students, faculty, and friends together. Everyone is expected to attend, in the hope that the purposes which link the University community will be affirmed and renewed. Distinguished persons in various fields are invited to speak at these programs.

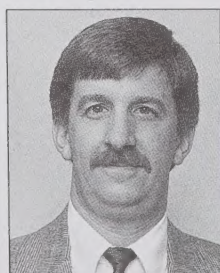
Most administrative offices are located in Reynolda Hall or the Benson University Center and are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Appointments are advisable when possible.

President Thomas K. Hearn Jr. provides the direction and focus that have enhanced student life programs in recent years. He is committed to a campus environment that encourages students to assume responsibility for their education—both in and out of the classroom. His administration encourages students to make responsible

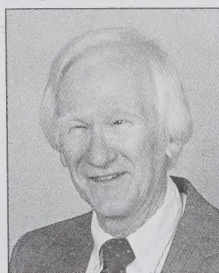
choices in the pursuit of personal goals and to contribute to the campus community.

Office of the Dean of the College, 104 Reynolda Hall, 759-5311: The Office of the Dean of the College is responsible for the quality and integrity of the academic program of the College. It conveys the policies and decisions of the faculty of the College to students and assists students in approaching the faculty with particular academic requests. The dean's office works with individual professors in guiding students through academic probation. Acting for the Committee on Academic Affairs, it receives petitions from students for withdrawal, readmission, and course changes, along with questions about many other academic matters. On behalf of the Judicial Council, it receives appeals to that body. The office offers assistance to international students in dealing with their special concerns, and administers such standardized tests as the LSAT, GMAT, and GRE.

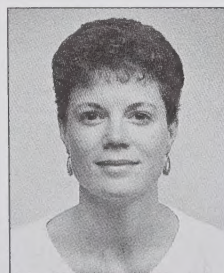
Office of the Dean, School of Business and Accountancy, 215 Babcock Building, 759-5304: The dean's office of the School of Business and Accountancy carries out the School's policies and procedures necessary to admit majors, coordinate academic advising and record-keeping, establish course schedules and faculty assignments, manage facilities and equipment, and interact with Wake Forest College and other offices of the University such as the Registrar, Career Services, and Admissions and Financial Aid.



Associate Director of
Residence Life and
Housing
Daniel J. Bertsos



University Chaplain
Edgar D. Christman



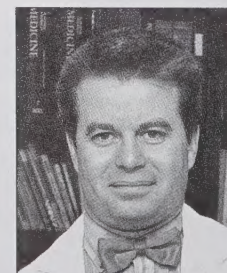
Coordinator of the
Volunteer Service
Corps Elizabeth D.
"Betsy" Greer



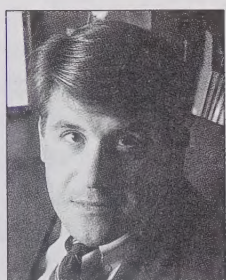
Director of the
Student Union
Mary T. Gerardy



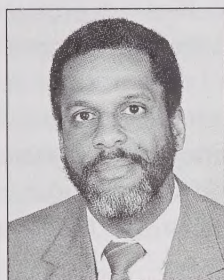
Director of
Minority Affairs
Ernest M. Wade



Director of the Stu-
dent Health Service
Cecil D. Price



Vice President for
Student Life and
Instructional Resources
Kenneth A. Zick



Dean of Student
Services
Harold R. Holmes



Associate Director of
Student Life and
Judicial Adviser
Paul N. Orser



Director of Student
Development
Michael G. Ford



Director of Residence
Life and Housing
Dennis E. Gregory



Associate Director of
Residence Life and
Housing
Connie L. Carson

Division of Student Life

Wake Forest University is dedicated to the pursuit of excellence in the tradition of liberal learning—the improvement of both mind and character. Education in the liberal arts at Wake Forest is preparation for a way of life that honors the ideal of service to humanity.

In keeping with the University's mission, it is the purpose of the Division of Student Life to develop, implement, and evaluate programs that augment this ideal of education and, in particular, that foster the most salutary qualities of character. Since activities outside the classroom are a significant part of a student's education, the Division has a distinctive role to play in creating an environment that enhances both academic achievement and personal growth and development. Specifically, student life offices provide services to promote intellectual, cultural, social, vocational, physical, psychological, and spiritual growth and preparation for life outside the University.

Through its programs and services, the Division of Student Life is an integral part of education at Wake Forest. The Division shares with the faculty and other constituencies the conviction that all students must be treated with dignity and worth and be encouraged to take full advantage of all opportunities provided by the University.

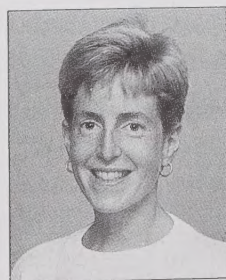
Vice President for Student Life and Instructional Resources Kenneth A. Zick reflects these aims in his role as the students' advocate within the University's senior

administration. The Division of Student Life reports to Zick, and his efforts have brought about many improvements in student services.

Office of the Dean of Student Services, 311 Benson, 759-5226: The dean of student services supervises the offices that comprise the Division of Student Life: Student Development, Residence Life and Housing, Campus Ministry, Benson Center, Student Union, Minority Affairs, Student Health Service, Health Education Program, University Counseling Center, Learning Assistance Program, and Career Services. He is responsible for individual and group judicial affairs and discipline. Regular interaction with student leaders and committee responsibilities around student life issues are central to this position.

Judicial Adviser, 311 Benson Center, 759-5226: The judicial adviser coordinates and facilitates the work of all judicial bodies and advises those involved in the judicial system at Wake Forest. The responsibilities include mediation of disputes not warranting formal judicial investigation; convening, hearing, and setting sanctions in administrative hearings; assuring completion of judicial sanctions; maintaining judicial records, and convening and recommending to the Judicial Conference the path of judicial cases through the judicial system.

Office of Student Development, 311 Benson Center, 759-5921: The student development office provides various programs and services designed to promote the personal development of each student. The office helps plan and conduct new student orientation; advises fraternities, societies/sororities, and student organizations; coordinates the student leadership training programs; administers the University alcohol policy; administers the University policy on solicitation of sales and service on campus; coordinates the publication of the *Student Handbook*; and provides guidance and referral for all students.



Health Educator
Natascha L. Romeo



Director of University
Counseling Center
Marianne A. Schubert



Director of Career
Services William C.
"Bill" Currin

Residence Life and Housing Office, 111 Davis Hall, 759-5185: The residence life and housing staff offers educational, social, and support services and programs for students living on campus and creates a residence hall environment which allows each student to develop individually and as a member of the community. The office also manages the thirteen residence halls (which house about 2,900 students), fourteen theme housing areas, a set of townhouses, and two student apartment buildings containing fifty-six apartments for undergraduate students. The office selects and trains resident advisers; provides educational programs; builds community involvement; promotes a safe and positive living environment; advises the Resident Student Association and the house councils; enforces University rules and regulations; provides guidance and referral services; manages the day-to-day operation of the residence halls; provides information about facilities and services; makes housing assignments; acts as liaison between tenants, the Physical Facilities Department, the Department of University Security, and the Office of the Controller; participates in long range planning for the use and maintenance of housing facilities; and coordinates summer school housing and summer conferences.

Campus Ministry, 302 Wingate Hall, 759-5248, 759-5210: The campus ministry seeks to assess and address the religious needs of students, faculty, and staff. The University chaplain, Baptist, Episcopal, Lutheran, Methodist, Presbyterian, and Roman Catholic campus ministers, and a coordinator for the Intervarsity Christian Fellowship provide worship, study, fellowship, and service activities. The campus ministry holds weekly worship services at 11 a.m. on Thursdays; provides special services during Lent and Advent (the Lovefeast); advises students on religious and other issues; sponsors work in local churches; advises students interested in graduate study or careers in church and service vocations.

Volunteer Service Corps, 314 Benson Center, 759-5290: The Volunteer Service Corps seeks to broaden and enrich students' educational experience by helping them become a part of the volunteer community of Winston-Salem and surrounding areas. Students who need information about what projects are available and the commitment of time for many community service projects in Winston-Salem should contact the coordinator of the Volunteer Service Corps. Areas of service include physical therapy, building houses, teaching reading, battered women, handicapped, Hospice, and Big Brother/Big Sister relationships. There are also special projects at Halloween, Thanksgiving, and Christmas.

Student Union, 335 Benson University Center, 759-5697: The Student Union plans and promotes a wide variety of social and educational activities. The Student Union Program Council, composed of elected executive officers and committee chairs, provides an opportunity for students to work together and have fun as they manage projects and watch ideas take form. The organization has divisions which plan films, concerts, lectures, trips, dances, arts programs, and major campus events like Homecoming, Springfest, and Parents' Weekend. The Student Union also manages the Student Union Collection of Contemporary Art which is displayed throughout the Benson University Center. Membership on Student Union committees is open to all Wake Forest students.

Office of Minority Affairs, 335 Benson Center, 759-5227: The minority affairs office promotes the academic and personal growth and development of minority students through its various programs. The staff helps minority students to determine and assess their educational goals and academic skills; orients minority students to the culture of the institution; and promotes and deepens each minority student's understanding of his or her own culture and heritage. Freshmen are particularly targeted through the Minority Assistants Program, for assistance in making the transition into the college community. The office staff also has primary responsibility for the identification and recruitment of minority students.

Student Health Service, Kitchin Hall, 759-5218: The Student Health Service promotes health education and the maintenance of a healthy lifestyle. A physician-directed medical staff offers urgent care, illness care, physical examinations, medications, counseling, limited psychiatric care, allergy injections, immunizations, gynecological services, laboratory tests, referral to specialists, and confidential HIV testing. (The HIV test can be obtained anonymously at the Health Department in Guilford or Surry County.) A full staff is available during clinic hours: 8:30 a.m. to noon; 1:30 p.m. to 4:00 p.m., Monday through Friday. Appointments are encouraged. A limited staff is available for urgent and in-patient care 24 hours a day, 7 days a week, when school is in session during the academic year. The services of the staff are covered by tuition. There is a charge for medicines, laboratory tests, in-patient care, and some supplies and services.

Class Excuses

1. The Health Service does not issue statements or excuses for class attendance.

2. The dean's office is notified by telephone when a student is admitted to the campus hospital or a hospital in the city.

3. A written form will be given to the student when she/he is discharged from the campus hospital.

4. Verification of consultation in the Student Health Service may be obtained by faculty by telephone.

Health Insurance

All students must be enrolled in a health insurance plan throughout the school year. (See Student Health Insurance, page 76.)

Immunization/Health Information Summary

All students are required to have on file in the Health Service the *WFU Health Service Health Information Summary*. (See Immunization Policy, page 76.)

Inclement Weather

When the University is closed due to inclement weather, the Student Health Service will have limited staff and will be able to provide care only for injuries and urgent illnesses. Appointments will be rescheduled.

Retention of Medical Records

Routine student health records are retained for ten (10) years after the last treatment, after which time they are destroyed. Immunization records from 1986 entering students will be kept longer.

Health Education Program, 321 Benson Center, 759-5937:

The health educator offers a variety of programs and services to students. Seminars and consultations on topics such as nutrition and weight control, stress management, alcohol education, human sexuality, contraception, and sexually-transmitted diseases are available for groups and individuals. The health educator also works closely with student groups, such as Peer Educators, B.A.R.Tenders (Building Alcohol Responsibility), Safe Rides, and GARD (Greeks Associated for Responsible Drinking), which offer educational programs to house councils, Greeks, and other student organizations. The health educator maintains a resource room which houses information on a wide range of health-related topics. To obtain information on health issues or programs or to set up a private appointment, telephone or stop by the office.

University Counseling Center, 118-122 Reynolda Hall, 759-5273:

The University Counseling Center offers counseling, testing, and consulting services to students, faculty, and staff. All services are confidential. Individual and group counseling are provided to help students with a broad range of issues including adjust-

ing to college life, resolving conflicts, improving relationships, choosing majors and planning careers, changing behavior (e.g. eating, substance abuse), managing stress, and learning coping skills (e.g. assertiveness, relaxation). Center staff are available after hours to handle mental health emergencies in cooperation with the Student Health Service.

Office of Career Services, 8 Reynolda Hall, 759-5156:

The Office of Career Services (CS) offers a full range of career services, including career guidance; internship opportunities; full-time, part-time, and summer job vacancies; job placement for students in the College Work-Study Program; library resources; and a computer program which helps students identify career interests. Other services include workshops which teach resume writing, interviewing, and job search skills. Application materials for the LSAT, GMAT, and GRE are available for those students interested in graduate or professional school.

The office maintains a file on each registered student to facilitate on-campus interviews and off-campus job searches. Approximately 200 prospective employers recruit Wake Forest seniors and graduate students through the CS office.

For undergraduates, an internship program connects students with learning experiences in the career fields of their interests.

CS office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. The office resources are available on a walk-in basis, and individual appointments may be made in person or by telephone.



Director of Career Services William C. Currin with students.

Honor System

The honor system is an expression of the University's concern that its students act with honor and integrity. It is an integral part of the Student Government of the College as adopted by the students and approved by the faculty. Its essence is that each student's word can be trusted implicitly and that any violation of a student's word is an offense against the whole community. The honor system obligates students neither to give nor receive unauthorized aid on academic work; to have complete respect for the property rights of others; to make no false or deceiving statements to another member of the University community; not to interfere with the procedures of the honor system; and to confront any student who has violated the honor system and to remind that student of the responsibilities dictated by the honor system. For a complete description of the honor system, please refer to the Constitution of the Student Government (Article IV, Section 2), page 30.

In the case of an honor system violation by a student who is cross-registered at either Salem College or Wake Forest University, the Honor Council on the home campus where the student is enrolled will conduct the hearing. Recommendations for penalties involving a course grade will be submitted by the Honor Council of the home campus to the Academic Affairs Committee at Wake Forest University or to the individual professor at Salem College.

Academic Life

Studies: You will soon learn that academic life takes precedence at Wake Forest. Although studying is most important, extracurriculars, such as concerts, plays, and involvement in student organizations are also an important part of your education. Getting to know professors outside the classroom is another means of enriching your stay at Wake Forest and one which definitely should not be overlooked.

Studying will require more of your time than you ever thought possible. Self discipline is a must, and making effective use of your time between classes is necessary. To help organize your time and prevent procrastinating, bring a calendar on which to mark all your major tests and papers. Finding a good, quiet place to study is important and not too difficult. The library is open until midnight from Sunday through Thursday, and designated classrooms stay open all night.

Common sense dictates the value of regular class attendance, effective notetaking, and reasonable study

breaks. If you have trouble, help is available from the residence hall staff, the University Counseling Center, the Learning Assistance Program, and upperclassmen, professors, and deans. Please refer to the college bulletin for complete information on course requirements and offerings.

Libraries: The libraries of Wake Forest University strongly support research in undergraduate education and in each of the disciplines in which a graduate degree is offered. The library collections include over 900,000 volumes housed in the Z. Smith Reynolds Library, and over 260,000 volumes distributed among the libraries of the law, management, and medical schools. These holdings are complemented by large microform and U.S. government documents collections. Special collections in specific subjects, such as nineteenth and twentieth-century British and American literature (the Charles H. Babcock Collection of Rare and Fine Books), and North Carolina Baptist history (the Ethel Taylor Crittenden Baptist Historical Collection) augment the research resources.

The Z. Smith Reynolds Library has just completed a construction project which added 53,000 square feet and renovated some existing space. A spectacular atrium for study and an Information Technology Center are featured in the Edwin G. Wilson Wing of the Library. A variety of study spaces are available, from individual carrels to group study facilities. The Library is fully automated and offers many resources in electronic form.

Computer Center: The Computer Center (306 Reynolda Hall, 759-5261) supports University instruction, research, and administrative needs. The University has three mainframe computers. A Hewlett-Packard series 3000/948, used by the administration, has 128 million bytes of memory and 2,950 million bytes of disk storage. Academic and library computing use two Hewlett-Packard series 9000/852 computers. These systems currently offer 192 million bytes of memory and ten billion bytes of disk storage. The latter two computers are available twenty-four hours a day from terminals in Reynolda Hall, by dial-in modems, from Macintoshes in the microcomputer labs, and across the campus network.

All students on the Reynolda Campus are given a login ID on the academic computer, and the login is maintained as long as the student is enrolled. This single account provides students access to electronic mail, programming languages, and software packages. There is no charge to students for computing either on the mainframe or in the microcomputer labs.

Computer languages available include FORTRAN77, COBOL85, Pascal and C. Statistical packages such as SPSSX, BMDP, SAS, and Minitab can be used for data

analysis, forecasting, and financial modeling. Maple, a symbolic algebra package, is a new addition to the software. DISSPLA, a powerful graphics package, is available on the mainframe.

A graphics workstation offers a DOS-based computer and a Macintosh, along with a scanner, Polaroid Bravo slide-maker, and a six-pen plotter. Software available includes HARVARD GRAPHICS, LOTUS 1-2-3, Aldus FreeHand and Persuasion, Digital Darkroom, Microsoft Word, Word Perfect, and SIMSCRIPT/SIMGRAPH, simulation and modeling software. Output can also be sent to a laser printer.

Many departments on campus have their own computing resources in addition to those available through the Computer Center. For example, Physics and Chemistry share two Convex mini-supercomputers, and those departments and Mathematics and Computer Science have Sun workstations. The School of Business and Accountancy and the Department of Education have their own microcomputer labs.

Wake Forest has access to computing resources outside the University. The University is a member of the Inter-University Consortium for Political and Social Research (ICPSR), located at the University of Michigan. Membership in ICPSR provides faculty and students with access to a large library of data files, including public opinion surveys, cross-cultural data, financial data, and complete census data. The University is a member of EDUCOM, a national consortium of colleges and universities concerned with computing issues.

Wake Forest belongs to the Internet, an international network used to send electronic mail, as well as log on and transfer files to and from remote computers. Wake Forest has access to a CRAY supercomputer through the Microelectronics Center in the Research Triangle.

There are six microcomputer labs available for general student use. Each lab contains a mixture of Macintosh and IBM-compatible computers. The labs are networked together and with the Computer Center. Each lab has two dot-matrix printers and a letter-quality printer. Students in the lab also can print to laser printers in the Computer Center and in the Student Union. Four of the labs, in Luter, Poteat, Wingate, and the area between Johnson and Bostwick residence halls, are open on a 24-hour basis through a card-entry system. The library lab is available during library hours. The Davis lab is staffed with assistants, and is open twelve hours a day. The Computer Center has student assistants staffing a telephone help line. Software available in the labs includes DeltaGraph, HyperCard, MacPaint, MacWrite II, Microsoft Word, NCSA Telnet, and Word Perfect. There is a software library from which students may copy shareware and freeware.

International Studies: The Office of International Studies (OIS) (A-106 Tribble Hall, 759-5938) has as its primary objective to coordinate, publicize, and strengthen International Studies at the University. More specifically, it helps students evaluate and choose Wake Forest or non-Wake Forest study-abroad programs which are best suited to their interests and academic needs. For non-Wake Forest programs, permission must be obtained from the office before credit can be granted. The OIS also administers certain modest scholarship funds for study abroad. The OIS has developed new Wake Forest study-abroad programs such as those recently created in China and Japan. An interdisciplinary international studies minor was created in 1987, and the program is administered by the OIS. The office also provides assistance and information to students interested in careers in international studies.

Women's Studies: At Wake Forest, Women's Studies (A-106B Tribble Hall, 759-5139) is a part of today's well-established academic inquiry which recognizes gender as a factor shaping creativity, Western intellectual traditions, contemporary political issues, and the forces of social change. Women's Studies is reconstructing the questions that underlie many academic disciplines. The program is an interdisciplinary pursuit that includes offerings in art, biology, classics, history, languages, literature, music, politics, psychology, religion, sociology, and speech. A minor in women's studies complements coursework in any major, and any student may take HMN 121, *Introduction to Women's Studies*, regardless of whether he/she plans to declare a minor.

Women's Studies offers a variety of ways to fulfill the program's philosophy of activism outside the classroom: the Women's Issues Network (WIN); a lecture series that brings four to six nationally respected speakers to discuss significant current research in gender studies; and an internship-for-credit program with Rape Response, NOW, the YWCA, the Shelter for Battered Women, and the Winston-Salem Council on the Status of Women. Women's Studies co-sponsors public events with the Office of Minority Affairs, Women in Law, Women in Business, Women in Science, Writers Reading, and International Studies. A newsletter, informing readers of scholarly developments, programs, and the semester's calendar of events, is published twice a year.

The Writing Center: The basic mission of the Writing Center (117 Reynolda Hall, 759-5768) of the Department of English is to insure that all Wake Forest undergraduates write at an acceptable level of competency for college work in any major field. The center also helps those students who write adequately to make their writing even more effective. All work in the center is

offered on a one-to-one tutorial basis by graduate assistants and a number of outstanding undergraduates, under the supervision of a full-time director, who is a member of the English department. The help available to students ranges from review of basic grammar and paragraph development to organization and presentation of whole essays. All tutors are familiar with the honor code, and they never offer any help which would violate it.

Program of Academic Support Services: The Program of Academic Support Services (PASS) (123 Reynolda Hall, 759-5410) coordinates the services offered by the Writing Center of the English department, the Learning Assistance Program, and Athletic Tutoring. It offers, in cooperation with the Department of Mathematics and Computer Science, help with basic mathematics, including Mathematics 105 and tutorial help. It helps students in any department to get appropriate tutorial help for their courses. In general, the mission of PASS is to help any student who needs any kind of academic assistance and support.

Learning Assistance Program: The Learning Assistance Program (East Lounge, 117 Reynolda Hall, 759-5929) of the University Counseling Center provides study skills training and academic counseling. Students can learn to read critically, take notes effectively, manage their time, improve their motivation, increase their reading speed, and prepare for tests, etc. Assistance is provided through counseling, computer-assisted instruction, video instruction, and tutoring.

Student Life

Student Government: The Student Government acts as the primary link between the students and faculty and administration, and formulates and carries out policies which meet the needs of the student body. Composed of executive, legislative, and judicial branches, Student Government leads the student body and represents the interests of all students. The student member of the Board of Trustees represents students at the Trustees' meetings.

The Student Government president is William Ezekial "Zeke" Creech, speaker of the house is Jill H. Weiskopf, secretary is Lesley R. Williams, and treasurer is Matthew C. Rebello. Student Government offices are in 304 Benson Center.

The Student Government enacts legislation and recommends policies which address issues important to students. Among its concerns are social policies, aca-

ademic programs, campus improvement, aid to student organizations, and continued evaluation of the judicial system. The president, through his or her agenda, and the other executive officers set goals for the year based on these concerns. They also respond to changes in the University community and consider the ways in which these developments affect student life. Student Government also provides special services such as interest-free loans and coordination of student legal counseling.

The legislative branch, whose members are elected from each residence hall and from off-campus, represents the entire student body. The judicial branch of Student Government consists of the Honor Council and the Judicial Board. Violations of the honor system, most often academic in nature, are dealt with by the Honor Council which consists of a chair (Allison K. Overbay), vice chair (Bradford J. "Brad" Hipps), and three members from each class. Violations of University rules and regulations, most often social in nature, are handled by one of the following: (1) Judicial Board, (2) Case Referral Panel, (3) Group Advisory Panel (4) administrative hearing officer, (5) director of residence life and housing, or (6) Traffic Appeals Board. The Judicial Board consists of two co-chairpersons and twelve additional members from the sophomore, junior, and senior classes. The co-chairs are Rosalyn V. Frazier and Dorothy "Shell" Knox.

The Case Referral Panel is composed of three people: one of the student co-chairs of the Judicial Board, one of the faculty advisers to the Judicial Board, and the dean of student services or his designate.

All students are encouraged to become involved in Student Government. Elections for the legislature and freshman positions are held in the fall. The executive officers and judicial branch are elected in the spring.

Student Organizations: Chartered organizations within the Wake Forest community are those which have been officially recognized by the faculty. Recognition is granted on the basis of a group's proposed intent and perceived ability to serve the interests of the academic community in a manner consistent with the University's purposes. Continuation of recognition is dependent upon the fulfillment of intent and demonstrated ability to abide by the organization's constitution and the University's purposes. Further, recognition does not imply that the University endorses the policies or sponsors the activities of a chartered group, nor does the University assume liability or legal responsibility for the actions of any chartered group. Recognition of a group does not deprive the University of any of its rights to act for the welfare of the community. For further information regarding the chartering of a new student organization, contact the director of student development, 311 Benson Center.

Fraternities/ Sororities/Societies

Alpha Delta Pi. Newly established at Wake Forest, this oldest national women's sorority is based upon the ideals of friendship, leadership, and service.

Alpha Kappa Alpha. A national Pan Hellenic Council group. Purpose is to encourage high scholastic and ethical standards and promote unity and friendship among college women.

Alpha Phi Alpha. A service fraternity whose motto promotes scholarship, worthy deeds and love for all mankind.

Alpha Sigma Phi. This fraternity strives for a well-rounded college experience by encouraging students in both the academic and social environments.

Chi Psi. At Wake Forest, the local chapter is just beginning a tradition of excelling in moral, social, and academic life that has been established by the national brotherhood.

Delphi Society. Started in the spring of 1985, it stresses the closeness of its sisters and their responsibility to the community.

Delta Delta Delta. A national women's fraternity whose purpose embodies friendship, character development, and moral and intellectual excellence.

Delta Kappa Epsilon. Recently recognized at Wake Forest, the fraternity has provided a legacy of strong student leadership during its twenty-year history.

Delta Sigma Phi. This fraternity emphasizes scholarship, leadership, and brotherhood and is outstanding in service activities and social events.

Delta Sigma Theta. The first Pan Hellenic Council group whose sisterhood prides itself on academic achievement, social enrichment, and philanthropic service.

Fideles Society. The purposes of Fideles are to enjoy sisterhood bonds and to participate in an organization in which individual talents can be fully utilized.

Kappa Alpha. In 1881, it was established as the first fraternity on campus and is committed to the highest ideals of the Southern tradition.

Kappa Sigma. A fraternity that promotes academic excellence, brotherhood, and social interaction and is distinguished for being the highest contributor to the Brian Piccolo Cancer Fund.

Lynks Society. It was founded on the belief that each member is allowed to excel at her own endeavors and through unity, to actively participate in many enriching group experiences.

Omega Psi Phi. Newly reactivated fraternity whose members are committed to fostering strong scholarship, civic responsibility, and noble virtues and ideals.

Pi Kappa Alpha. Founded upon the ideals of loyalty and brotherhood, this fraternity continues to be a vital force at WFU with its involvement in social and service activities.

Sigma Chi. This fraternity promotes friendship, justice, and learning through academics and athletics and by community service projects, including Derby Week.

Sigma Nu. It is a unique fraternity composed of a diverse group of men who participate actively in all aspects of campus and community life.

Sigma Phi Epsilon. One of the largest fraternities on campus which stresses a strong bond of brotherhood through the diversity of its membership.

Sigma Pi. A close-knit fraternity committed to the development of the whole person.

S.O.P.H. Society. It is active in many aspects of campus and community life and encourages leadership and scholarship in all its sisters.

Strings Society. It is the oldest society on campus composed of a diversified group of women who join in many social and service projects.

Tau Kappa Epsilon. The fraternity promotes the qualities of love, charity, and esteem within its membership and encourages responsibility and leadership within the Wake Forest community.

Theta Chi. It promotes closeness within the brotherhood and participates actively in social and service projects.

Thymes Society. It has a place for each member's special energies and talents through social, athletic, and service projects.

Governance

Honor Council. It is composed of representatives from each class who investigate and try cases involving violations of the Honor Code.

House Councils. These are the governing bodies of the individual residence halls that provide extensive social, educational and recreational programming for their respective constituencies.

Interfraternity Council. All fraternities recognized by the faculty are members of this council. It coordinates rush activities, Greek Week, Brian Piccolo Cancer Fund Drive, community service programs, leadership training, social events, and Greek intramurals.

Intersociety/Sorority Council. Composed of members from all societies and sororities, it coordinates all intersociety/sorority events, including rush and Greek Week.

Judicial Board. Students review and hear violations of the student code of conduct.

Resident Student Association. An organization dedicated to promoting residence life on campus that is also responsible for planning many campus activities and programs.

Honoraries and Academic

Accounting Society. An organization dedicated to bringing interested students into contact with members of the accounting profession in order to learn about opportunities and timely issues in accounting practice.

Alpha Epsilon Delta. AED is the pre-health honor society and brings together students who are interested in the health professions including veterinary medicine, physician assistant, medical technology, dentistry, and medicine.

American Society for Personnel Administration. An organization for students who are interested in business, particularly management.

Anthony Aston Players. Students become members through a point system based on their involvement in WF theater and attendance in theater classes.

Anthropology Club. This club promotes the study of anthropology for interested students.

Beta Beta Beta. A chapter of the National Biological Honorary Society.

Circolo Italiano. An organization for all students interested in the study of the Italian language and culture.

Communications Association. The newly-established group provides interested students with information concerning the fields of communication, rhetoric, radio, TV, and film.

Dance Company, The WF. Applications accepted through auditions and the company performs one major concert during the spring semester.

Delta Phi Alpha. The national German honor society which plans social and scholarship activities.

Eta Sigma Phi. The classics honor society which fosters the study of classics.

French Club. This club facilitates the practice of the French language and encourages interest and learning of French culture, civilization and history.

Golden Key National Honor Society. A junior and senior honor society (top 15 percent of class) whose members provide community service and scholarships.

Hispanic Club. The newly-established club increases the awareness of the Spanish and Latin-American language and culture through special activities and programs.

Lambda Alpha. It is the anthropology honor society.

Literary Society, The. It is for those who are interested in language and thought and who are concerned with the development of students and faculty and their ideas.

Marketing Society, The. The purpose is to advance the profession of marketing among WFU students through involvement in marketing projects and association with professional marketers on and off campus.

Mortar Board. A senior honor society based on leadership, scholarship, and service.

Omicron Delta Epsilon. It is the national honor society in economics.

Omicron Delta Kappa. Members are in the top 35 percent of their class. Selection is based on outstanding leadership.

Pi Mu Epsilon. This national mathematics honor society sponsors lectures, publishes study aids, and plans service and social activities for students interested in math.

Pi Sigma Alpha. It is a chapter of the National Honor Society in politics.

Politics Club. It provides a forum and a focus for student political interests and activities.

Pre-Law Society. Its purpose is to provide undergraduates with the information necessary to make informed decisions about choosing law as a career.

Russian Club. A club whose purpose is to stimulate scholarship and interest in the Soviet Union, its people, culture, languages, history, economy and political system.

Sociology Club. It provides opportunities for students to learn more about sociology and career choices in the field.

Media and Publications

Howler. It produces the annual Wake Forest yearbook.

Old Gold and Black. The student staff acquire journalistic experience through the production of this weekly campus newspaper.

Student Magazine, The. It publishes two magazines per year which provide an outlet for creative literary and photography talent for University students.

WAKE Radio. Wake Radio is a cable FM, information-oriented, alternative radio station whose sole purpose is to serve the student body.

Religious

Baptist Student Union. Membership is open to students of all denominations who are committed to growth in their Christian faith.

Black Christian Fellowship. It is a non-denominational organization whose purpose is to serve God and help members become better workers for Christ.

Catholic Student Association. Its purpose is to meet the needs of Catholic students, faculty, and staff on campus.

Episcopal Student Union. It provides an opportunity for students to enjoy the richness and diversity of the Episcopalian Church.

Fellowship of Christian Athletes, The. It consists of students who have an interest in athletics and a common faith in God.

Gospel Choir, WFU. It is open to all members of the Wake Forest community and is dedicated to uplifting God's name in song.

Intervarsity Christian Fellowship. It is an interdenominational Christian Fellowship whose purpose is to encourage and challenge students to go deeper in their relationships with Christ.

Lutheran Fellowship. It provides an opportunity for growth and community for Lutherans and other students.

Miracles Dimension. A Christian singing group whose goal is to share Christian faith through music.

Wesley Foundation. It provides a Christian community in which there are opportunities for growth and maturity in the faith.

Service

Alpha Phi Omega. A national coed service fraternity founded on the three cardinal principles of leadership, friendship, and service.

B.A.R.tenders (Build Alcohol Responsibility). An umbrella group to coordinate the efforts of all the campus organizations involved with promoting responsible alcohol use.

Habitat for Humanity. An international organization which builds houses in partnership with God's people in need.

Harbinger Corps. Students committed to strengthening the University's admissions process through campus tours, minority recruitment, and follow-up contacts with prospective students.

Peer Educators. The group represents a broad spectrum of students and serves the campus through wellness activities, informal counseling, and educational programming.

PREPAR. (pronounced "prepare") It is the policy group on rape education, prevention, and readiness. This group was organized to address the problem of date and acquaintance rape which faces college campuses nationwide.

Safe Rides of Wake Forest. A new student organization committed to addressing the problem of drinking and driving through education and shuttle service.

Student Alumni Council. Its purpose is to stimulate the interest and participation of undergraduates in the progress of the University and to further the loyalty among current students, prospective students, and alumni.

Student Union. A diverse and creative group that plans and produces over 300 social, recreational, cultural, and educational programs each year for the Wake Forest community. Based in the Benson Center, the three major Student Union divisions of entertainment, cultural events and special events involve many students in the planning and execution of these activities and events.

Students Against Multiple Sclerosis (SAMS). The campus chapter of the national organization to help fight multiple sclerosis.

Volunteer Service Corps. Clearing house to help identify student volunteers and match them with local community service agencies.

Special Interest

Amnesty International. The campus chapter of the international organization dedicated to protecting human rights worldwide.

Asian Student Union. A new student group that seeks to stimulate interest and understanding of Asian culture within the Wake Forest community.

Black Student Alliance. A service and social organization whose purpose is to promote respect, unity, dignity, and recognition of black students.

College Democrats. They advance the principles and ideals of the Democratic party and aid local and state-wide Democratic candidates.

College Republicans. They encourage students to become involved with the Republican party and its local, state, and national leadership and program.

E.C.O.S. Environmentally Concerned Organization of Students is a newly-formed group to raise environmental awareness in the Wake Forest and surrounding communities.

Gay and Lesbian Issues Awareness Group (GALA). A group fostering a greater understanding of gay, lesbian and bisexual issues by offering educational opportunities and involvement in the gay community.

International Club. It provides an opportunity for students to learn about and understand different cultures, in addition to meeting international students.

Model United Nations Society. The group affords Wake Forest students a forum for discussion and analysis of events in the international arena by participating in model international organizations, such as the United Nations, and the North Atlantic Treaty Organization, on the local, national, and international levels.

NC Student Legislature. Through citizen participation, it provides an opportunity for interested students to learn more about the issues that face us — our state, country, world.

OPELIS. Organization for the Promotion of Ethical Leadership in Society, a newly-formed group which assists students in the realization of individual leadership potential through education and development.

Students Against Apartheid. Main objectives are the stimulation of interest in political issues concerning South Africa and the creation of positions on ways of eliminating apartheid.

Women's Issues Network (WIN). A newly-formed group that seeks to build awareness, support, and change for those issues relating to women, both on campus and in society.

Sports and Recreation

Athletic Association, The WF. It represents all 16 athletic teams and coordinates the cheerleaders and band.

Club Hockey Team. A new club group that promotes the sport of ice hockey through a close association with the Winston-Salem Thunderbirds.

Club Sports Union. The umbrella coordinating organization for all of the club sports groups.

Cycling Club, WF. It provides cyclists with recreation opportunities and learning experiences through group tours, speakers, and demonstrations.

Equestrian Club, WF. It competes with colleges from North Carolina and Virginia. It is for the beginning and advanced rider.

Intramurals. This office is in charge of organizing student athletic teams which will compete against each other throughout the year in a variety of sports.

Karate Club. It provides for the teaching of karate on all levels and is open to all faculty, staff, and students.

Lacrosse Club. This club is open to students with an interest in the sport, and both its men's and women's teams compete against other local and regional club teams.

Rugby Football Club, WF. The club is open to everyone, and it offers students a chance to compete with other schools at a level of competition between intramural and varsity.

Sailing Club. A new club group that promotes the sport of yacht sailing with yachting and regatta activities.

Scuba Club. The club is open to all students and faculty and provides diving trips on school holidays.

Wilderness and Mountaineering Club. A club whose members seek a greater awareness of and appreciation for nature through diverse outdoor activities and programs.

Women's Soccer Club, WF. The club competes against other NC women's teams and does not require experienced players.

Women's Tennis Club. The club provides an organized recreational outlet for female students who wish to compete in tennis at the club level against club teams at other colleges and communities.

Wrestling Club, WF. A new club group whose members gather for recreation and instruction in the sport of wrestling.

The Benson University Center: The Benson University Center, which opened in the fall of 1990, provides a common home for the Wake Forest family. It welcomes students, faculty, staff, parents, alumni, and guests. The center's programs and services foster the University's educational mission. All areas of personal growth are encouraged and supported with its varied facilities which include exercise and conditioning, weight training, aerobics and karate, showers and lockers, a 210-seat snack bar, coffeehouse, film auditorium, day

student lounge, student organization offices and cubicles, a computer lab, a main lounge area, a large multi-purpose room, meeting rooms of various sizes, a meditation room, student publications, and WAKE Radio.

International Students: During the 1991-92 academic year, Wake Forest University had 123 international students, representing 35 different countries, enrolled in the undergraduate and graduate programs. Special services are provided for foreign students to help them feel a part of the college community. •

The Student Ambassadors are volunteers, both international and American, who assist new international students, particularly during the first few weeks of classes, to settle in and adjust to Wake Forest campus life.

The Wake Forest International Club sponsors social and educational programs throughout the academic year, in order to promote better understanding and mutual enrichment among people with different cultural backgrounds. Membership is open to both international and American students.

Through the Community Connection program, the Office of the Dean of the College helps to pair up international students with faculty and staff families, so that international students can have a "home away from home" in Winston-Salem.

The International House is a part of the theme house program which offers an opportunity for international and American students interested in different countries and cultures, international politics, and world events to develop a more comprehensive global view.

Although all students are assigned a faculty adviser to assist in academic matters, William Hamilton, associate dean of the College, and Judith Shannon, adviser to international students, are available to discuss problems of a personal or academic nature. Ms. Shannon is available for assistance to international students in all matters which involve the Immigration and Naturalization Service of the U.S. Department of Justice.

Greek Life: Fraternities, societies, and sororities play a vital part in the total educational experience at Wake Forest. The fifteen fraternities, six societies and four sororities provide students with valuable personal growth opportunities in the areas of athletic participation, leadership training, community service, and social development. Group housing for members is offered to Greek organizations as a residential privilege and is reviewed on an annual basis.

Formal rush occurs during the first two weeks of each semester. University policy requires freshmen to wait until their second semester to pledge and be initiated into a fraternity, society, or sorority, at which time they must have achieved a 2.0 GPA. Transfer students and upperclass students may rush and pledge a Greek organization provided they have a cumulative 2.0 GPA.

The Interfraternity Council is the governing body of the fifteen fraternities while the Intersociety/Sorority Council is the governing body of the six societies and four sororities. The purpose of the two councils is to govern and coordinate campus Greek affairs and activities while promoting high standards of conduct, scholarship, community service, and chapter operations. Some of the representative programs sponsored by the two Greek councils are the Greek Leadership Caucus, the Brian Piccolo Cancer Fund Drive, and Greek Week. The IFC and ISC share an office in 333 Benson Center.

Residence Life and Housing: The Residence Life and Housing program is an important aspect of student life at the University, particularly since approximately 85 percent of the undergraduates live on campus. Assistant directors (full-time professional staff members) and hall directors (full-time and part-time graduate students) who live in the residence halls serve in administrative, advisory, and counseling capacities. In addition, they work with the student resident advisers as supervisors. Residence life and housing staff members develop and implement a variety of social, educational, recreational, and cultural programs designed to promote individual growth and to create a sense of community within the residence halls and other residential areas.

Members of the residence life and housing staff are on duty each evening and are readily available to deal with situations as they arise. Each student is encouraged to become acquainted with all staff members in his/her building, especially the resident adviser on the hall. Resident advisers will be some of your best friends, not only during your freshman year but also every year. They are upperclass students trained by the administrative staff to handle most situations which arise. They know the University rules and regulations and will be able to answer your questions.

Resident advisers are great people to talk to about any problems you may have because they are good listeners. They help you plan hall dinners, outings, and parties and in many instances will help introduce you to the social life on campus. *Get to know your RA.* He or she will be the person you can always depend on for help.

Director of Residence Life and Housing —
Dennis E. Gregory

Associate Director of Residence Life and Housing —
Connie L. Carson

Associate Director of Residence Life and Housing —
Dan J. Bertsos

Assistant Directors — *Paul Barnes, Bryan Brunette*

Hall Directors:

Babcock — Mary Sharp
Bostwick — Brigitte Homrig
Davis — Robert Cornwell
Johnson — Eric Braun
Kitchin — Andy Travis
Luter — Alton Barnes
Poteat/Huffman — Marybeth Torbet
Satellites-East — Chris Wilson
Satellites-West — Christie Cornwell
South — Tom Greer
Taylor/Efird — Andy Briggs

Assistant Hall Directors:

Babcock — Charlene Warren
Bostwick — Lauren Martin
Davis — Daniel Munn
Johnson — Heather Ross
Kitchin — Travis Pardue
Luter — Eric Nesbitt
Poteat/Huffman — Elizabeth Walker
Satellites-East — Ben Jones
Satellites-West — Stacy Sanders
South — Kim Anderson
Taylor/Efird — Elizabeth "Pokey" Fair

Resident Advisers:

Babcock Atyria Clark, 10A
Lori Arthur, 110A
Karen Gilliam, 210A
Amelia Hunter, 310A
Charlene Warren (AHD), 3B
Gina McCarver, 110B
Kimberly Garner, 210B
Julie Henderson, 310B

Bostwick *Melanie Branham, 4A
Ellen Bylsma, 109A
Nicole Carlucci, 201A
Stephanie Harris, 310A
Jennifer Royston, 13B
Lauren Martin (AHD), Apt. B
Stephanie Day, 222B
Amy Moyer, 327B

Davis Gary Knight, 103A
Douglas Boertje, 108A
Joseph Maides, 203A
Daniel Munn (AHD), 208
Michael M. Dunn, 210A
Mark Ciampa, 303A
Steven LaDew, 308
Elizabeth Crawford, 312A
Jennifer Foote, 402A

Efird Jane Rast, 3
Renee Canody, 102
Elizabeth Fair (AHD), 216

Huffman Jeffrey Joseph, 9
Amy Barnard (fall), 117
Stella Cline, 212

Johnson Gloria McKinnie, 6A
Heather Ross (AHD), 127A
Africa Dalton, 210A
Teresa Brown, 313A
Richard Miraglia, 18B
Benjamin Milner, 119B
Keith Gray, 228B
TBA, 320B

Kitchin	Ryan Rich, 105A Lac Cosentine, 110A Keith Gibeling, 202A Shannon Zeigler, 206A Travis Pardue (AHD), 208 Angela Vaughan, 302A Whitni Thomas 306A Kacey Reistad (fall), 308 Millie Maxwell (spring), 308 Michael Azrak, 313A Michael McCulloch, 403A	Satellites-West	Michael Barnwell German House, 101 Eric Carwile Henning Drive, 501 Doug Fordham Fine Arts House, 102 Camille Wilkerson NIA House, 105 Eddie Pearson Student Apts., 101A Robin Williams Student Apts., 101B Robert Gonzalez Student Apts., 214A Stacy Sanders (AHD) Student Apts., 214B Brent Costner (fall) Rachel Kuhn (spring) Wake Radio House, 107
Luter	Kenneth Kunkel, 1A TBA, 101A Eric Nesbitt (AHD), 201A Vida Jennings, 301A Michael Watson, 1B Cory Isaacs, 101B Jennifer Richwine, 201B Donna Johnson, 206C Lisa Doby, 301B		
Palmer/Piccolo (Satellites-East)	Shawn Young, 5 Pal. Matt Pharr, 39 Pal. Tonnye White, 4 Pic. Nathan Rantala, 31 Pic.	South	Robert Edler, 105A Kimberly Anderson (AHD), 211A Hope Austin, 310A David Cunningham, 4B Deana Miller, 109B Kesi Kindle, 205B Tara Hall, 314B Elizabeth Rees (fall), 110C LeShawndra Price, 203C Holly Welch, 303C
Poteat	Rick Bridger, 103A Kurtis Krake, 107A Trina Gabriel, 203A Elizabeth Walker (AHD), 208 Anna Worley, 302D Joshua Root (fall), 308 Dawn Auffarth (spring), 308 Kevin Hibbard, 313A Timothy Kline, 403A	Taylor	David Lancaster, 103A Andrew Thompson, 108A Brian Sloan, 203A Michael Dixon, 208 Christopher Hudson, 303A Jason Edmisten, 308 Rett Padgett, 313A Paul Navarro, 403A
Satellites-East	Elizabeth Barron French House, 102 Marcella Ribetti Italian House, 101 Elizabeth Rosenthal Russian House, 203 Thomas Doherty Townhouses, 105 Ben Jones (AHD) #0 SDR 101 Trasha Davis #4 SDR 102 TBA #8 SDR 101		

Residence Life and Housing

Assistant Hall Directors and Resident Advisers



Davis: (front row, left to right) Doug Boertje, Beth Crawford; (back row) Gary Knight, Mark Ciampa, Mac Dunn, Joe Maides, Dan Munn



Kitchen: (front) Angie Vaughan, Millie Maxwell (spring), Kacey Reistad (fall), Whitney Thomas; (back) Mike Azrak, Travis Pardue, Keith Gibeling, Lac Cosentine, Shannon Zeigler, Mike McCulloch



Satellites-West: (front) Christie Cornwell, Robert Gonzalez, Stacy Sanders, Robin Williams, Camille Wilkerson; (back) Rachel Kuhn, Brent Costner, Eric Carwile, Eddie Pearson, Doug Fordham



South: (front) Deana Miller, Tara Hall, Kim Anderson, LaShawndra Price, Kesi Kindle; (back) Holly Welch, Elizabeth Rees, David Cunningham, Tom Greer, Hope Austin, Rob Edler



Taylor/Efird: (front) David Lancaster, Pokey Fair, Renee Canody, Jane Rast, Paul Navarro; (back) Rett Padgett, Brian Sloan, Chris Hudson, Jason Edmisten, Michael Dixon, Andy Briggs



Bostwick: (front) Tate Day, Lauren Martin, Jennifer Royston, Nicole Carlucci; (back) Melanie Branham, Ellen Bylsma, Stephanie Harris, Amy Moyer



Johnson: (front) David Rychly, Heather Ross, Teresa Brown, Gloria McKinnie; (back) Africa Dalton, Keith Gray, Eric Braun, Rich Miraglia, Ben Milner



Poteat/Huffman: (front) Jeff Joseph, Elizabeth Walker, Anna Worley, Trina Gabriel, Dawn Auffarth (spring), Kurt Krake; (back) Kevin Hibbard, Joshua Root (fall), Amy Barnard, Stella Cline, Alex Kline, Rick Bridger



Luter: (front) Vida Jennings, Jennifer Richwine, Donna Johnson, Lisa Doby; (back) Alex Baer, Michael Watson, Eric Nesbitt, Ted Kunkel, Cory Isaacs



Babcock: (front) Charlene Warren, Amy Hunter, Julie Henderson, Gina McCarver; (back) Kim Garner, Kim Clark (Atyria), Lori Arthur, Karen Gilliam



Satellites-East: (front) Tonnye White, Trasha Davis, Marci Ribetti, Elizabeth Barron, Elizabeth Rosenthal; (back) Matt Pharr, Shawn Young, Tom Doherty, Ben Jones, Nathan Rantala

Religious Life: Wake Forest was founded on a Christian commitment to higher education as part of the mission of North Carolina Baptists. Throughout its history it has attempted to demonstrate the affirmative relationship between faith and learning, between academic excellence freely pursued and growth “in wisdom and stature and in favor with God and man.”

The organized religious program is one expression of the University’s intent to offer liberal education within a religious context. There are Thursday morning worship services in Davis Chapel and special celebrations during the church year under the supervision of the University chaplain. Baptist, Roman Catholic, Episcopal, Inter-
varsity, Lutheran, Methodist, and Presbyterian campus ministers provide worship, study and service programs. Opportunities are provided for students to work in local churches, engage in tutoring programs, and shape and participate in summer mission projects. Personal counseling is always available. Other religious groups which encourage student involvement are the Black Christian Fellowship, the Fellowship of Christian Athletes, and the University Gospel Choir.

The Wake Forest Baptist Church worships each Sunday in Wait Chapel. Its constituency embraces students, faculty, and other members of the Winston-Salem community. Although planted in the soil of Baptist tradition, its membership and mission are open to all who seek its ministry and wish to use it as an instrument for their response to God’s call to a variety of vocations.

Churches and synagogues in the community welcome Wake Forest students, and a list of both denominations and locations is available in the chaplain’s office and at the information desk in the Benson University Center.

Music, Radio, Theater, Debate, and Publications: The Department of Music directs and offers academic credit for the Choral Union, the Concert Choir, the Madrigal Singers, the Opera Workshop, the University Orchestra, the Symphonic Band, the Deacon Marching Band, the Jazz Ensemble, the Collegium Musicum, various chamber ensembles, private study on numerous instruments, and introductory and advanced topics in music. All ensembles perform regularly on campus and some tour during the year. Information sessions are offered during freshmen orientation and auditions are held early in the fall. The Chapel Bell Guild performs music written for English handbells and for carillon. Members meet and perform regularly; membership is open to any student interested in playing the carillon or handbells.

The Secrest Artists Series of Wake Forest University presents guest artists and orchestras of worldwide acclaim in five major concerts each year which are free for all students. The Department of Music sponsors

recitals by students, faculty members, and visiting artists. The University Dance Company performs in concert during the year. There are regularly scheduled performances on the Janet Jeffrey Carlile Harris Carillon, located in the tower of Wait Chapel.

WFDD (88.5 FM) broadcasts a program service of classical music, news and information, jazz, and folk music, 24 hours a day, 365 days per year to Piedmont North Carolina. It is a member of National Public Radio. Students interested in working with a professional radio staff should see the station manager early in the year.

WAKE Radio (Cable FM), an entirely student-run radio station located in the Benson University Center, plays popular music 24 hours a day.

The University Theater, under Director Harold C. Tedford and Associate Director Donald H. Wolfe, presents four major productions on the Main Stage each school year. In addition, students produce and direct another five to ten Studio Productions in the Ring Theater. Students also are involved in acting, stagecraft, management, and promotion for both Main Stage and Studio Productions. Auditions are open to all students of the University. Major productions are directed by staff members and visiting directors. Each year, for two weeks in late December and early January, members of the Theater Arts faculty take students to London to study the English theater. The Christmas holiday London program is open to all students in the University. During the fall orientation in August, there is a theater open house for all new and returning students.

Debate, under Director Allan Loudon and Debate Coach Ross Smith, is open to any student of any experience level interested in participating in the squad. Always a strong competitor, the team takes part in approximately thirty tournaments during the year. Wake Forest hosts two prestigious national-level debate tournaments on campus: the Franklin R. Shirley Dixie Classic (collegiate) and the National Earlybird Tournament (high school). The Wake Forest debaters consistently rank in the nation’s top ten programs.

Pub Row, the site of student publications, is located on the fifth floor of the Benson Center. Publications include *Old Gold and Black*, a weekly newspaper; *The Student*, a literary magazine; and the *Howler*, the yearbook. All go back in tradition to 1900 or earlier, and all have distinguished histories of training writers and editors of national prominence. Under the guidance of the Publications Board, the newspaper, magazine, and yearbook use student writing, photography, art work, and management talent on both a paid and voluntary basis. Work on all three begins early in the fall, and interested students gather at a Pub Row mixer at the beginning of the year to sign up with the publication of their choice.

Intramural Sports: The Department of Health and Sport Science provides an intramural sports program that appeals to the interests of many students every year. Intramural sports include basketball, cross-country, football, golf, handball, racquetball, soccer, softball, swimming, tennis, volleyball, water polo, wrestling, and weight lifting.

Competition in team sports is divided among fraternity, society/sorority, house, and independent teams. Any individual or group of individuals may organize teams and enter competition in any sport. Individual sports are run on a single-elimination basis, and everyone is eligible to enter.

Students occasionally organize club teams for other sports and activities, which are not taught or directed by the College, but which are conducted as student organizations with the approval of Student Government and faculty. These have included rugby, karate, ice hockey, lacrosse, tennis, sailing, frisbee and men and women's soccer. Students who are interested in a sport not offered through the College may organize themselves and petition the Student Government and the faculty for recognition.

Intercollegiate Athletics: Wake Forest's men's and women's athletic teams compete in the Atlantic Coast Conference.

Men's teams include football, basketball, baseball, cross-country, golf, soccer, tennis, and track. Even though the University is the smallest school in the conference, Deacon teams have competed successfully in all sports.

Much attention has been given to women's intercollegiate sports in recent years, and Wake Forest teams have shown remarkable growth. There are women's teams in basketball, field hockey, golf, tennis, cross-country, and track.

Athletic passes are issued at fall and spring registration to all full-time Wake Forest students. To reserve seats at football games in Groves Stadium and basketball games in L. Joel Veterans Memorial Coliseum, a student must present a validated ID/meal card and an athletic pass. Seats are distributed on a first-come, first-served basis, with football and basketball ticket pick-up held in advance on campus. Students who want to sit in groups (football only) may use block seating.

Guest or spouse tickets must be purchased during individual ticket pick-ups or through blocks. Guest tickets are limited to one per student with the exception of Homecoming and Parents' Weekends. Guest season books may be purchased (football only) in advance. These tickets are redeemed at individual ticket pick-ups.

Army Reserve Officers' Training Corps (Army ROTC): The AROTC exists to commission the future officer leadership of the U.S. Army, the U.S. Army Reserve, and the Army National Guard. Over 70 percent of the officer corps of the Army of the United States is a product of AROTC.

The Department of Military Science administers the AROTC program. The Basic Course, the first two years, offers training designed to orient the cadet and to allow him or her to master fundamental military skills. The Advanced Course, the latter two years, is designed to technically and tactically qualify the cadet for assumption of an officer leadership position at the small-unit level. Emphasis is placed, during both courses, on leadership development, physical fitness, and acceptance of responsibility. Basic Course participation does not obligate cadets—except for Army ROTC Scholarship cadets, and then only at the beginning of their sophomore year.

Students qualify for the Advanced Course by: (1) successfully completing the four Basic Course courses and Leadership Laboratory requirements; or (2) by successfully completing a six-week Basic Camp conducted during the summer at Fort Knox, Kentucky; or (3) through advanced placement for Junior ROTC or other military training, as determined by the professor of military science. It is possible to compress the Basic Course into the sophomore year. Also, Advanced Course applicants must meet specific academic, moral, and medical requirements.

The Army ROTC Three-Year Scholarship competition is conducted annually. At Wake Forest these scholarships pay: 80 percent of tuition; a flat rate for books, equipment and supplies; a subsistence allowance of up to \$1,000 per year (\$100 a month for each month spent in school); and up to a fixed amount for certain on-campus educational and laboratory fees. All benefits are tax-free.

The Department of Military Science is located in the lower level of Reynolds Gymnasium. Visit or call 759-5308/5309 for detailed information.

Campus Services

Wake Forest provides a number of important services to students. The departments and offices for student services are open from 8:30 a.m. to 12:30 p.m. and from 1:30 p.m. to 5:00 p.m., Monday through Friday. Appointments are advisable but not usually necessary.

Campus Calendar — Scheduling of Events: All events that are campus-wide in nature are to be placed on the University calendar, located in the Office of Public Affairs, 219 Reynolda Hall (759-5788). Scheduling of campus events is done to avoid possible conflicts and to ensure good participation in all Wake Forest activities.

Once the date of an event has been cleared and decided on, individuals should come to the Office of Public Affairs to fill out a Campus Information Form. This form is used to place information on the calendar, to release calendar information to the *Old Gold and Black*, and to write press releases for the student and community newspapers.

Campus Mail Service and the U.S. Post Office: Wake Forest University operates a full service post office located in Poteat residence hall facing the plaza. Students may purchase stamps, postcards, and money orders, as well as certify, insure, and register mail. The post office is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. It is required to observe all federal holidays.

Rental of a post office box is \$33 for one year. This fee is to be paid with the student's tuition payment to the controller's office. The box assignment will remain the same unless closed by the student or failure to pay the box rent. Students who live on campus must rent a post office box to have mail delivered to them. THERE IS NO MAIL DELIVERY TO THE RESIDENCE HALLS. Box numbers and keys are given to the students upon their arrival.

The post office does not accept shipments to students by any shipper except the United States Postal Service. All other shippers must use the housing address of the student.

Copy Center (Printing Services): The University print shop, located near the Physical Facilities and baseball stadium, provides full typesetting, printing, and photocopying services. Photocopying jobs with large quantities (more than 25 copies of a single original) should be completed at the print shop.

Walk up copy centers are located in the Benson Center and Reynolda Hall. Students needing resumes, flyers, and announcements photocopied can leave them with the copy center attendant and pick up their orders at the scheduled time. Copies cost five cents apiece.

A telefacsimile (FAX) copier also is available in the Reynolda Hall copy center. Students can receive telefacsimile messages at (919) 759-6074. The sender should include the student's on-campus telephone number for contact purposes. Students also can send messages to other FAX machines. There is a charge for this service.

For information about services and business hours, call 759-5252.

Equal Opportunity Office: The equal opportunity office (116 Reynolda Hall, 759-4814) is responsible for the coordination and implementation of the University's affirmative action programs and equal opportunity policy. Any student or employee who has a concern because of race, sex, national origin, or a disability may consult Gloria E. Cooper, the director. The equal opportunity office also helps students with a disability make arrangements to meet special needs.

Food Service: The main cafeteria and the Magnolia Room, a table service dining room, are located in Reynolda Hall. The food court is located in the Benson Center and has a grill, a deli, a sweet shop, Taco Bell, and Pizza Hut available.

Meal plans are available for \$680, \$795, \$880, \$985, and \$1,105 per semester. The format of these plans is an ID/meal card system in which each student's account is charged for the amount of food selected at the time it is purchased. The plan may be used at any of Wake Forest University's food service facilities and allows a great deal of individual flexibility.

Freshmen living in residence halls are required to participate in one of the meal plans for each of the fall and spring semesters.

Cafeteria Schedule

<i>Monday-Friday</i>	<i>Breakfast</i>	7:00 a.m. - 10:00 a.m.
	<i>Continental</i>	
	<i>Breakfast</i>	10:00 a.m. - 11:00 a.m.
	<i>Lunch</i>	11:00 a.m. - 1:30 p.m.
	<i>Late Lunch</i>	1:30 p.m. - 5:00 p.m.
	<i>Dinner</i>	5:00 p.m. - 7:00 p.m.
<i>Saturday-Sunday</i>	<i>Brunch</i>	9:30 a.m. - 1:30 p.m.
	<i>Late Lunch</i>	1:30 p.m. - 5:00 p.m.
	<i>Dinner</i>	5:00 p.m. - 7:00 p.m.

Magnolia Room Schedule

<i>Monday-Friday</i>	<i>Lunch</i>	11:00 a.m. - 1:30 p.m.
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Benson Center Food Court Schedule

<i>Monday-Friday</i>		7:30 a.m. - 11:00 p.m.
<i>Saturday-Sunday</i>		10:30 a.m. - 11:00 p.m.
<i>Daily</i>	<i>Taco Bell</i>	10:30 a.m. - midnight

Information Desk: News concerning campus activities, information about student services, and student telephone numbers and addresses are available at the information desk on the third floor of the Benson University Center (759-5255/5256). The Benson Center sells discount movie tickets for several Winston-Salem theaters at the information desk. Bulletin boards, display cases, and the electronic campus information system in the Benson University Center are also valuable sources of information about campus events.

Laundry and Linen Service: Coin-operated washers and dryers are located in the residence halls. Servetex, Inc. provides weekly service of two sheets, one pillow case, and three large bath towels for \$57 per year. A representative is on campus during orientation. Linens may be dropped off and picked up at Taylor House each week.

Information Technology Center: The IT Center (Level 2, Wilson Wing of library, 759-4649/5910) provides audiovisual support for students, faculty, and administration on Reynolda Campus. Technical instruction and consultation is another service available in the Center. In addition, the IT Center houses the central video collection (including more than 700 titles).

The IT Center is divided into two areas: microcomputers and media. The microcomputer area provides patrons access to microcomputers for general word processing, accessing the campus network, and viewing

library holdings on Dynix. The media area offers workstations for viewing video tape and workstations for multimedia programs. Students may view tapes from the University collection in this area. Video tapes may only leave the library for classroom use. The media area also offers video editing and duplication services.

Monitors with VCRs and laser disc players, 16mm projectors, slide projectors, overhead projectors, audio-cassette recorders, and camcorders are available for classroom instruction and student presentations. A projection room is located in room A3, Tribble Hall. The projection room may be reserved by faculty, administration, and students to view 16mm films and VHS video cassettes in the University collection.

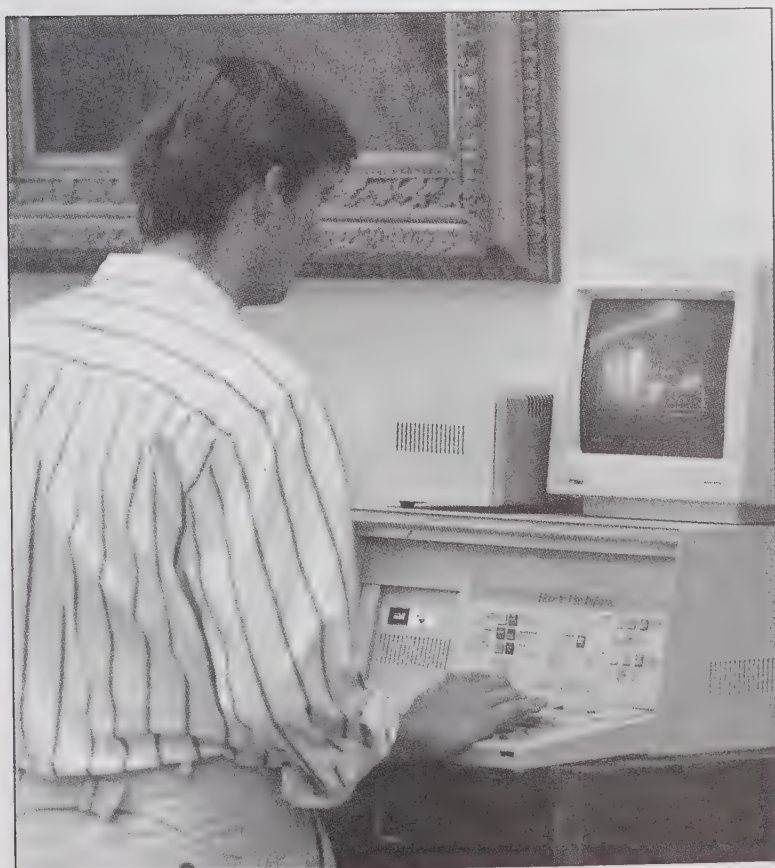
Meeting Rooms: Student organizations may reserve a variety of spaces on campus. Private dining rooms, classrooms, auditoriums, and other meeting facilities may be reserved by consulting the following:

		Tel. #
Wait and Davis Chapels	University Chaplain	5210
Brendle Recital Hall	Department of Music	5104
Classrooms	Departmental Chairs	
DeTamble Auditorium	Media Center	5525
Dining Rooms	Dining Services Director	5610
Gymnasium	Health and Sport Science	5391
Reynolda Hall Rooms	Alumni Activities	5264
Benson Center	Benson Center Office	5230

Microcomputer Center: The Center (20 Reynolda Hall, 759-5543) provides sales and service of personal computers, peripherals and software to full-time students, faculty, and staff. Wake Forest has educational and volume discount contracts with Apple Computer, Zenith Data Systems and a variety of peripheral and software vendors. Sales Consultants are available to assist with the selection and purchase of systems.

The Microcomputer Center is an authorized warranty repair center for Apple and Zenith products purchased through the University. The technical staff provides assistance with installation and service questions and performs on-campus maintenance of equipment purchased from the University.

Communications Services: Communications Services provides telephone and cable television services to the students, faculty, and staff of Wake Forest University. All residence hall rooms are equipped with telephone jacks and cable TV connections. Local dial service for the campus and Winston-Salem area is provided as part of the housing package. Students who wish to place long distance calls over the University network can apply for services at the Telecommunications Department located in Room 23 Reynolda Hall (759-5150).



Cable television, while providing a recreational outlet, plays an important role by providing access to campus information and educational offerings. Cable channel 2 is the Wake Forest University Information Channel, providing information and a calendar of campus events. WAKE Radio, a student-run station, provides background music for this channel. Channel 17 carries SCOLA, which provides domestic and foreign educational programming.

University Security: Student safety is the concern of the Department of University Security (759-5911). They work to make the college experience enjoyable and crime free by providing a safe environment in which to live and learn. There are 22 professionally-trained staff members: nine security officers, three security guards, three full-time dispatchers, three part-time dispatchers, and four support service personnel. Operation of the department is managed by the assistant director, who reports to the director of security.

The primary concern is to provide protection and assistance to students and the campus community. It is a 24-hour service, 365 days a year. Security is part of the academic mission of the University—to teach personal safety and crime prevention.

Divisions

Security Officers: Uniformed in black trousers, white or gray shirts. These officers possess full powers of arrest. They patrol campus by vehicle and on foot to provide 24-hour protection to lives and property.

Nightwatch: Non-sworn, unarmed security guards who wear brown uniforms. They patrol campus on foot after dark until 7:00 a.m. Performing security checks of buildings and the residence halls, they serve as extra eyes and ears for security officers.

Gym Security: Dressed in brown trousers and white shirts, unarmed guards who patrol Reynolds Gymnasium on foot. They monitor the gym for unauthorized use, behavioral problems, emergencies, and prevention of criminal activity.

Dispatch: The people behind the scene. They handle telecommunications, all campus phone and radio calls. This includes emergency 5911 and non-emergency calls. They also operate the card access system, the Division of Criminal Information terminal, departmental records, and "walk-in" traffic.

Services and Programs

5911 Emergency: Dial 5911 from any campus phone and security will answer immediately.

Emergency Phones: There are four emergency phones located in campus parking lots. They are marked by large round signs and white lights that read P-H-O-N-E. These will ring directly to security.

Escorts: They are available for students traveling ALONE after dark when the shuttle service is not operating. This is a courtesy service—emergency and police calls will be given priority.

Motorist Assist: Security will unlock cars for those who accidentally lock keys inside; lend jumper cables for a dead battery; and lend a gas can if your car is out of gas. Security DOES NOT provide mechanical assistance but will contact professional mechanics for your car.



Students collect "Quarters for Quarters" on the Quad, a fund-raising project to build a Habitat for Humanity house on campus.

Focus on Wake Forest

What do I do about...? What is my room like? What do I need to bring to make it comfortable and homey? What clothes will I need? What really happens during registration? How do I get off campus and what is available in Winston-Salem? These—and hundreds of other questions like them—perplex every college freshman during the summer. The paragraphs on the pages which follow try to answer some of the most frequently asked questions. If you don't find the answers you need, write or call one of the student life offices described on pages 5 to 7 of this handbook.

Freshman Pre-School Conference: Described by some students as Wake Forest at its best, the pre-school conference at nearby Camp Hanes is sponsored by the campus ministry. It offers small group discussions, worship services, mini-courses, skits, recreation, and informal opportunities to meet professors and other students. Friends you make on retreat will give you a foothold in campus life and strong friendships at the beginning of the year. You'll get a brochure about the retreat—give it special consideration. Arrangements are made to deposit your belongings in your residence hall room immediately beforehand. Dates for the retreat are August 17-20, 1992.

Orientation: The six busy days immediately before classes begin are your introduction to many of the details of campus life. You are on a tight schedule of meetings and receptions, with enough mixers and parties thrown in to leave you able to remember either names or faces but probably not both. You and the other members of your small orientation group (your roommate will probably be one) will meet with your student and academic advisers. The Student Union, Pub Row, the AROTC, and the fine arts departments sponsor open houses, and choir and band auditions are held. There will be picnics for freshmen only, so take advantage of the chance to meet many of your classmates. Orientation is fast paced, and it sometimes seems that you have a million things to do at once. But once classes start and you settle into a routine, you'll get a better idea of what Wake Forest life will be like for you.

Registration: Registration consists of two phases: a conference with your adviser and sectioning for courses. You and your adviser select primary and alternate courses from the basic and divisional requirements.

The sectioning phase of registration is held in the Green Room, Reynolda Hall, on the first day of registration. You must pay your tuition before sectioning. Sectioning consists of handing your schedule/demo-

graphic form to the CRT terminal operator who enters your course selections. Following your approval of the registered courses, you cross the room to collect a computer printout of your official registration.

Approximately 60 percent of the freshmen are "presectioned" into English 110 or 112 for the fall term, and the remaining students will be assigned English during the spring term. This information will be printed on the schedule/demographic form you will receive from your adviser.

If you have questions concerning your registered courses, please consult the registrar's office, 110 Reynolda Hall.

The Plaza (Quad): The quadrangle area on the north end of campus is surrounded by Wait Chapel, Reynolda Hall, and Davis, Efird, Huffman, Kitchin, Poteat, and Taylor residence halls. It is one of the most beautiful parts of the campus, a frequent meeting place, and an important part of Wake Forest life. Each season offers different attractions: fall's turning leaves strung with toilet paper after a victorious football game; winter's stark bareness, accented by an occasional snowfall; the beauty of the budding ashes and flowering dogwood in the spring. It's called the Plaza or the Quad. *The grass cries if you walk on it, so please don't!*

You'll also be making frequent "business trips" to the Quad. On the ground level of Kitchin House you'll find the Deacon Shop, with its Wake Forest memorabilia; in Poteat, the popular post office; in Taylor House, a barber shop (on the lower level, entrance is off the parking lot across from Brendle Hall) and the book store, which has stationery, posters, and other incidentals along with textbooks (on the lower level) and school supplies; in Davis House, a Wachovia Bank, and the Sundry Shop. The residence life and housing office also is located in Davis House.

Business hours for the Quad shops:

Barber Shop	M-F,	9 a.m.-5 p.m.
Book Store	M-F,	9 a.m.-5 p.m.
	Sat.,	9 a.m.-noon
Deacon Shop	M-F,	9 a.m.-5 p.m.
	Sat.,	9 a.m.-12:30 p.m.
Post Office	M-F,	8 a.m.-4 p.m.
Sundry Shop	M-Th,	9 a.m.-7 p.m.
	Fri.,	9 a.m.-5 p.m.
	Sat.,	9 a.m.-12:30 p.m.
Wachovia Bank	M-Th,	9 a.m.-5 p.m.
	Fri.,	9 a.m.-6 p.m.

Freshman Roommates: You'll receive your roommate's name along with room information in mid-summer. Write to him or her immediately. Your roommate is just

as curious as you are, so take the first step. Writing is also a good way to decide which of you will bring what—to avoid duplications or settle conflicts.

After you both arrive and begin to get to know each other, what then? Some freshman roommates have formed friendships that last a lifetime. Others never want to see each other again! But most make the best of the situation and learn a lot in the process about compromise and mutual respect. However it turns out, if you enter into the relationship with a good attitude you can't go far wrong. Even the most incompatible roommates should know that they have a chance to learn about different lifestyles. Adapting to others is part of life.

Survival Notes: During the first days, you'll have to settle the particulars of setting up residence at Wake Forest.

- (1) You may want to visit the campus branch of Wachovia Bank if you've established an account there, to settle matters of checks and confirm the fact that you have an account.
- (2) On the first day of orientation (August 20), your resident adviser will take you to have your student ID/meal card made, and to pick up your linens in Taylor Residence Hall.
- (3) Go to the post office to make sure you know where your mail box is and to get a key.
- (4) One is easily lulled into a sense of false security on campus. There are occasional thefts and other unsocial occurrences. Check to see if your family's homeowner's insurance will extend to cover your belongings on campus, and record the serial numbers of your valuables. Students are encouraged to have items engraved with their driver's license number and state abbreviation.
- (5) Room security is your responsibility. You should lock your room and take your key with you.
- (6) The Sundry Shop is conveniently located on campus but is more expensive than off-campus stores. Stock up when you find a ride to a shopping center.
- (7) Don't buy your textbooks until you are registered for your classes and are sure of the books you'll be using.
- (8) There are announced fire drills each semester, and your RA will discuss all of the safety rules with you at your first hall meeting.
- (9) Bikes are stored on the first floor level racks of the residence halls. They can still get wet, so you may want to bring a cover.
- (10) In addition to your personal bike identification, the Winston-Salem Police Department has a campus registration for bikes in the fall.

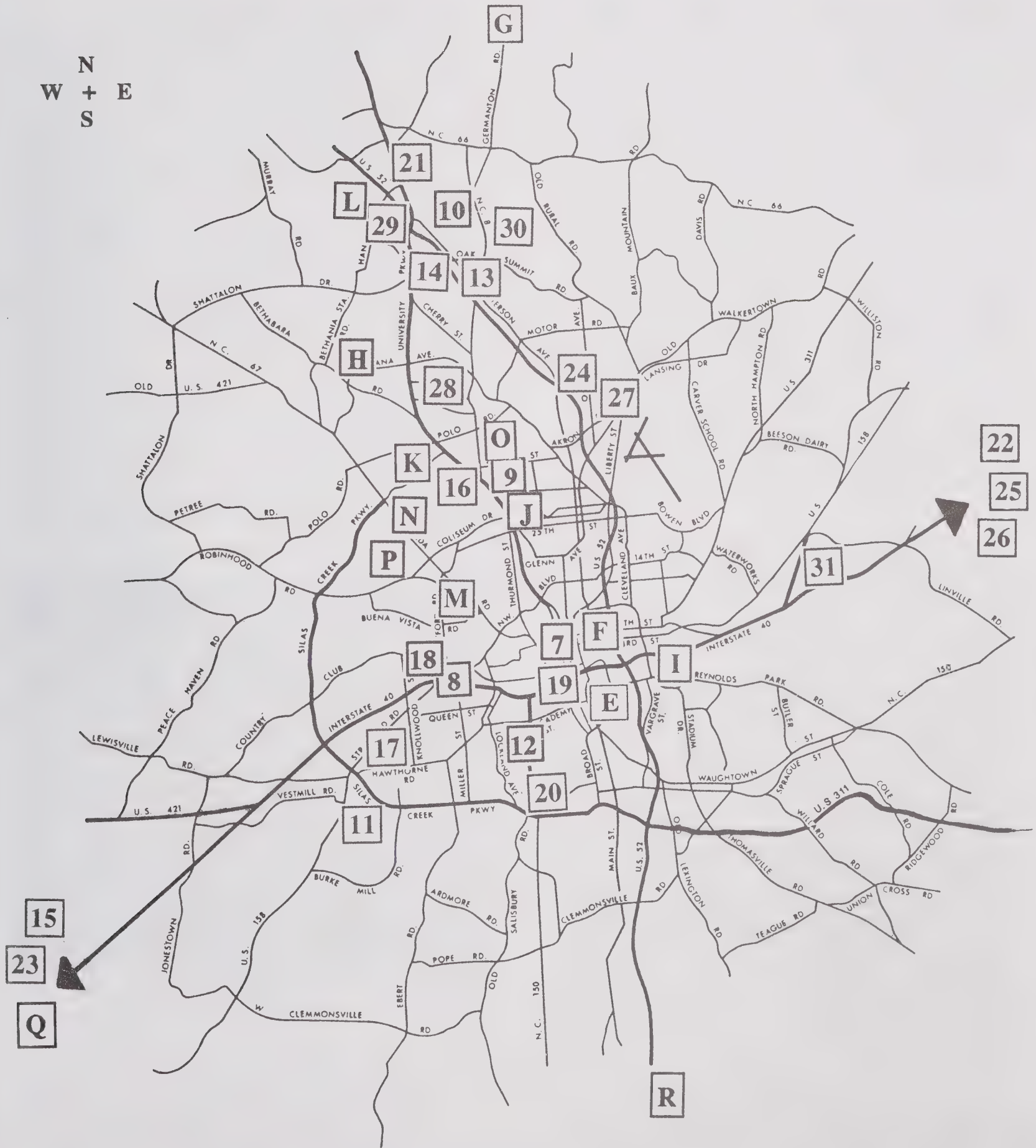
Winston-Salem Visitor Attractions

- E. Old Salem
- F. Delta Fine Arts Gallery
- G. Germanton Vineyard & Winery
- H. Historic Bethabara Park
- I. Diggs Gallery (Winston-Salem State)
- J. L. Joel Veterans Mem. Coliseum
- K. Museum of Anthropology (WFU)
- L. Nature Science Center
- M. Piedmont Craftsmen
- N. Reynolda House Museum of American Art
- O. Whitaker Park, RJ Reynolds Tobacco
- P. Southeastern Center for Contemporary Art
- Q. Tanglewood
- R. Stroh Brewery Company

Accommodations

- 7. Colonel Ludlow Bed & Breakfast Inn
 - 8. Comfort Inn - Cloverdale Place
 - 9. Comfort Inn - Executive Center
 - 10/11. Days Inn
 - 12. Econo Lodge
 - 13. Green Valley Motel
 - 14. Hampton Inn
 - 15. Holiday Inn Clemmons
 - 16. Holiday Inn North
 - 17. Holiday Inn West
 - 18. Howard Johnson's Motor Lodge
 - 19. Innkeeper Motor Lodge
 - 20. Innkeeper - Peters Creek Parkway
 - 21/22. Kings Inn
 - 23. The Manor House Bed & Breakfast Inn
 - 24. Motel Six
 - 25. Myer Lee Motel
 - 26. Quality Inn of Kernersville
 - 27. Ramada Inn North-Airport
 - 28. Residence Inn by Marriott
 - 29. Sheraton Inn Winston-Salem
 - 30. Travel Host of America
 - 31. Winston Motel
- (11) Athletic equipment may be checked out on the second floor of the gymnasium. Take your ID card.
 - (12) A University directory is distributed in the fall. It has phone numbers for all the students, professors, departments, campus services and offices, and students' home addresses. There is also a list of useful phone numbers in the back of this handbook.
 - (13) Keep your eyes and ears open for what's happening. The information desk in the Benson Center usually has a variety of informative materials. And don't forget to pick up *Old Gold and Black* every Thursday.
 - (14) Any questions? Ask your RA!

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Winston-Salem, Forsyth County

Day Students: It is sometimes difficult for day students to feel part of college life. Here are some suggestions, if this is a problem for you.

First, be aware of the Day Student Lounge located in the Benson Center, Room 216. With a refrigerator, magazine rack, lockers, information board and lounge furniture, this is an excellent place for day students and their friends to gather throughout the daytime and evening hours.

Second, make as many friends as possible who live on campus. This gives you some place to go other than the library and the Benson Center to study and socialize. These friends will keep you up to date on everything that happens on campus and make you aware of any changes that may occur. In addition, some freshmen residence halls adopt other freshmen who happen to be day students. These adopted hallmates go to the hall between classes, after classes, and any other time they wish. Finally, become involved in as many cocurricular activities as possible. They will help to keep you involved in things that go on around campus and give you the opportunity to make effective changes in campus life for *all* students.

Focus on Winston-Salem

Food and Entertainment: As a Wake Forest freshman, you will spend most of your time on campus. But after a while you'll tire of the delicacies of the Pit (otherwise known as the cafeteria) and the Benson Center food court, or you'll want to get off campus at odd hours. Consult your RA for directions and suggestions.

Many students at Wake Forest do not have cars. The Winston-Salem Transit Authority has a bus stop behind Wait Chapel, and buses run on a regular schedule during the day. The route goes downtown or to Reynolda Manor. Schedules are available at the information desk in the Benson Center.

There are many movies, lectures, and concerts on campus and at Reynolda House, yet many people go off campus regularly. There is a wide variety of places to go.

Check with your RA for suggestions and directions. For more variety, there are:

- *Movie Theaters*

Check newspaper listings, and ask about discount tickets at the information desk.

- *Tours*

Old Salem: A beautiful look at Moravian culture
Stroh's Brewery

Whitaker Park: R. J. Reynolds Tobacco Co.

- *Miscellaneous*

Ice skating at L. Joel Veterans Memorial Coliseum
Concerts at the Greensboro Coliseum, L. Joel Veterans Memorial Coliseum, and the Roger L. Stevens Center for the Performing Arts (downtown Winston-Salem)

Winston-Salem Spirits, AA professional baseball
Municipal golf courses: Reynolds Park, Winston Lake

Winston-Salem: The city of Winston-Salem dates back to the early 1750s, when Moravians from Pennsylvania founded the community of Salem. One of the finest examples of restored colonial life in America, Old Salem is a popular spot for sightseeing. Moravian Christmas and Easter services attract people from all over the country.

Cultural opportunities are plentiful. In addition to University events, students attend programs of the Little Theater, the Winston-Salem Symphony and Chorale, the Piedmont Chamber Singers, the Chamber Music Society, and arts and crafts fairs in the area. Salem College, Winston-Salem State University, and the North Carolina School of the Arts also sponsor programs of cultural interest.



The North Carolina Dance Theater performs at an Arts District Festival sponsored by the Arts Council in downtown Winston-Salem.

Constitution of the Student Government

Article I — Bill of Rights

SECTION 1 — Every duly enrolled member of the undergraduate student body of Wake Forest University shall be a citizen of the Student Government with the right to vote in general elections and the right to be represented in the various branches of that government.

SECTION 2 — No student shall be denied his/her rights for reasons of race, religion, sex, class, or beliefs.

SECTION 3 — The judicial bodies of the Student Government shall not take disciplinary actions against any student without prior notice of the alleged violation and a fair hearing or trial by a student jury.

SECTION 4 — No student shall be denied the right to establish organizations and groups unless they conflict with the regulations of the University.

[According to the trustee bylaws, matters pertaining to student life, including all student organizations, are under the jurisdiction of the administration and the faculty of Wake Forest College acting jointly. The principal agency through which action is exercised is the Joint Committee on Student Life, which is composed of three members each of the administration, the faculty, and the student body.]

Article II — Executive Branch

SECTION 1 — Members of the Executive Branch and Their Rights and Duties

Subsection a — The president shall (1) call and preside over meetings of the student body, (2) appoint such committees as are necessary for the implementation of Student Government actions, (3) serve as chairperson of the cabinet and the legislature's Committee on Committees, (4) serve as a non-voting member of the Student Budget Advisory Committee and appoint its three non-elected members, (5) upon invitation, attend meetings of the Board of Trustees as a non-voting participant, (6) serve as a non-voting member of the legislature, and (7) seek information about University decisions concerning students and assist in its distribution.

Subsection b — The speaker of the house shall (1) call and preside over meetings of the student legislature, (2) appoint committees within the legislature necessary to implement legislative actions, and (3) assist the president of the Student Government and serve as a voting member of the legislature only in the case of a tie.

Subsection c — The secretary shall (1) serve as a voting member and keep the records of the legislature, (2) be responsible for Student Government correspondence, and (3) serve as chairperson of the Secretariat Committee.

Subsection d — The treasurer shall (1) serve as a voting member of the legislature, (2) have charge of all Student Government money and disburse it at the direction of the legislature,

and (3) serve as chairperson of the Student Budget Advisory Committee.

SECTION 2 — Executive Committees and Their Functions

Subsection a — The cabinet shall consist of the chairpersons of the standing committees and any temporary committees and be chaired by the president for the purpose of coordinating all Student Government actions.

Subsection b — The secretariat shall consist of volunteer members and a paid staff organized and chaired by the Student Government secretary for the purpose of handling all clerical work for the various branches of Student Government.

SECTION 3 — Executive Advisory Committees and Their Functions

Subsection a — The Athletics Advisory Committee shall (1) research athletic practices for the Student Government and help carry out Student Government actions which pertain to athletics and (2) work with the faculty Athletics Committee in discussing policies for the athletic program and represent student opinion in such matters.

Subsection b — The Food Services Committee shall (1) research procedures and policies of the University food services company and help implement Student Government actions which pertain to food services and (2) work with the food services company and promote projects which will improve service to students.

Subsection c — The Health and Counseling Services Committee shall (1) research the procedures and policies of the University health clinic and the University Counseling Center and help implement Student Government actions which pertain to health care and psychological services and (2) work with the University health clinic and the center in promoting better health services.

Subsection d — The Housing Committee shall (1) research the procedures and policies of the residence life and housing office and help implement Student Government recommendations which pertain to housing and (2) work with the residence life and housing office in improving housing policies and represent student opinion in such matters.

Subsection e — The Minority Affairs Committee, chaired by a legislator, shall (1) promote student awareness of minority affairs and concerns, (2) determine the needs and problem areas of minority students, and (3) work to better incorporate minority students into the campus community.

Article III — Legislative Branch

SECTION 1 — The Legislative Functions and Composition

Subsection a — The functions of the student legislature shall be to (1) recommend recognition as well as suspension of student organizations, (2) censure student organizations which violate their constitutions, (3) articulate student wishes for the expenditure of funds which apply to student activities, (4) supervise the selection of student nominees for membership on faculty committees consistent with the faculty bylaws, item F.5., (5) promote, organize, and fund programs of benefit to the student body and community, and (6) represent the interest of students in social and academic matters.

Subsection b — The composition of the student legislature shall be as follows: each living unit shall elect from among its residents one legislator for each fifty occupants of that unit. Where there are twenty-five or more additional occupants, another legislator shall be chosen. Living units housing fewer than fifty and at least twenty-five shall elect one legislator. (The living units are as follows: Poteat, Kitchin, Taylor, Davis, Efird, Huffman, Bostwick, Johnson, Babcock, Luter, South, Palmer, Piccolo, and all satellite housing and day students.) Additional members are the Student Government secretary and treasurer and one member of the Committee on Student Life. One member of the Black Student Alliance shall be named as a voting member of Student Government if no black student is elected to the legislature during the general elections. The president of the Student Government and speaker of the house serve as non-voting members.

Subsection c — One representative from each University-recognized student organization shall have the privilege of discussion during the consideration of legislation.

SECTION 2 — Standing Legislative Committees and Their Functions

Subsection a — The Committee on Committees, chaired by the president and composed of legislators, shall (1) publicize and explain the functions of available faculty committee positions, (2) solicit, interview, and recommend prospective faculty committee members to the legislature, (3) relay information and relevant actions between Student Government and student members of faculty committees, and (4) organize material from the various faculty committees and relay it to the student body.

Subsection b — The Charter Committee, composed of legislators, shall (1) review the constitution and bylaws of any student group seeking recognition as an official Wake Forest University organization to see that its purposes do not conflict

with University or Student Government regulations and that it does not discriminate on the basis of race or creed, (2) recommend the recognition of reviewed groups to the legislature, and (3) recommend suspension of any previously approved student organization which deviates from its accepted regulations and conflicts with University or Student Government rules.

Subsection c — The Student Budget Advisory Committee, chaired by the Student Government treasurer and composed of one elected budget representative from each class, three appointed members, and the president, shall (1) examine and publish the appropriations of the funds which apply to student activities, (2) determine the wishes of the student body with regard to the spending of these funds, and (3) distribute its proposed budget to the legislature one week prior to its vote for approval, and present the approved budget for dispensation of the funds to the University vice president and treasurer.

Subsection d — The Publicity Committee, chaired by a legislator, shall (1) publicize projects of the Student Government, (2) gather information from all bodies and committees of Student Government, and (3) relay pertinent faculty, administration, and Student Government actions to the student body.

Article IV — Judicial Branch

Terms in Article IV and the Statutes related to the Judicial Branch should be construed to have their ordinary non-legal meaning.

SECTION 1 — The Function of the Judicial Branch

The function of the judicial branch is to provide through self-governance a fair determination of whether a student has violated a College rule and to assess penalties. The two student judicial bodies are the Honor Council and the Judicial Board.

SECTION 2 — The Honor Council's Purpose, Membership, and Duties

Subsection a — Wake Forest College is firmly committed to principles of honor. The honor system is based on the principle that a spirit of trust should pervade all aspects of student life. Its essence is that each student's word can be trusted and that any violation of a student's word is an offense against the community.

Membership in the student body signifies a student's commitment to the honor system. It is the responsibility of every student to act honorably in all phases of student life, to understand the rights and responsibilities under the honor system, and to preserve the integrity of the system.

Subsection b — The purpose of the Honor Council shall be: (1) to promote the honor system within the College community, (2) to bring to the attention of the dean of the College practices which encourage violations of the system, (3) to receive and investigate reports of alleged violations and to bring charges, and (4) to hold hearings on the charges in accordance with the Constitution and the statutes.

Subsection c — Membership and Duties.

The honor system shall be administered by the Honor Council and its officers.

(1) It shall be the duty of the chairperson to preside at all meetings and hearings of the Council, to appoint investigators, to prevent unnecessary delays in the investigation, to ensure that



the accused student is informed of his/her rights, to participate in the meetings of the Judicial Conference, and to arrange for the hearing of any student when investigations prove that a hearing is warranted.

(2) It shall be the duty of the vice chairperson to perform the duties of the chairperson in the absence or at the request of the chairperson, and to direct and maintain order in the deliberations of the Council.

(3) It shall be the duty of the secretary to keep full records of all investigations and hearings and to notify members of all hearings and meetings as directed by the chairperson or vice chairperson.

(4) In addition to the chairperson and vice chairperson, the Honor Council shall include twelve regular members who shall be eligible to vote on all decisions of the Council. Three members shall be elected from each class. The members shall (a) serve as investigators when appointed by the chairperson and (b) hear the cases brought before the Honor Council.

Subsection d — The Honor System Responsibilities, Violations, and Penalties

1) Any student who believes another student has committed an honor offense should confront that student and ask him/her to report himself/herself to the Honor Council. The student witnessing the alleged violation may report the incident to the Honor Council.

(2) A violation of the honor system shall generally consist of any deliberate attempt by a student to make personal gain at the expense of another member of the College community.

(a) No student shall cheat on any work.

(b) No student shall commit plagiarism.

(c) No student shall steal from the members of the Wake Forest community.

(d) No student shall willfully interfere with the proper procedures of the Honor Council.

(e) No student shall deliberately make a false or deceiving statement to another member of the College community.

(3) The minimum penalty for any violation of the honor system shall be a probation based on terms determined by the Honor Council. The penalty may be as severe as expulsion from the College.

(a) The penalty for premeditated cheating shall be either suspension or expulsion.

(b) The penalty for a second violation of the honor system shall be expulsion unless the Honor Council panel, by three-fourths vote, reduces the expulsion to suspension.

SECTION 3 — Rights of the Accused Student in Honor Council Hearings

Subsection a — The student has the right to counsel. The person chosen to act as counsel must be a currently enrolled undergraduate Wake Forest student. A student may always choose to represent himself/herself.

Subsection b — The student shall not be compelled to testify, and the failure to testify shall not be held against him/her. The investigator shall not comment on the student's failure to testify.

Subsection c — The student shall be informed of the investigation after the appointment of the investigator.

Subsection d — The student shall be informed of the results of an investigation of which he/she is the subject.

Subsection e — No hearing shall take place sooner than five (5) school days after the student is notified of the charges. The student may waive this right for purposes of expediency. If a student wishes to waive this right, he/she must submit a written request to either the investigator or the chairperson and sign a waiver statement.

Subsection f — The student has the right to choose between an open and closed hearing.¹

Subsection g — The student has the right to be present at all times and at all phases of the hearing except deliberation.

Subsection h — The student has the right to request that the hearing be reopened upon the written presentation of germane new evidence. The officers of the Honor Council shall determine whether the hearing will be reopened.

Subsection i — The student has the right to appeal any decision to the Judicial Council.

SECTION 4 — The Judicial Board's Purpose, Membership, and Duties

Subsection a — The purpose of the Judicial Board shall be: (1) to promote the social conduct code within the College community, (2) to bring to the attention of the Dean of Student Services practices which encourage violations of the code, (3) to receive and investigate reports of alleged violations and to bring charges of social misconduct, (4) to hold hearings on the charges in accordance with the Constitution and the statutes, and (5) to be responsible for all violations of University rules and regulations not under the jurisdiction of the Honor Council, the director of residence life and housing, or the traffic appeals board. The director of residence life and housing shall have jurisdiction over property damage and possession of contraband items as enumerated in the housing contract.

Subsection b — Membership and Duties. The Judicial Board shall be administered by the Judicial Board and its officers.

(1) It shall be the duty of the co-chairpersons, as prescribed in the statutes, to alternate presiding at all meetings and hearings of the Board, to appoint investigators, to prevent unnecessary delays in the investigation, to ensure that the accused student is informed of his/her rights, to participate in the meetings of the Judicial Conference, and to arrange for the hearing of any student when investigations prove that a hearing is warranted.

(2) It shall be the duty of the non-presiding co-chairperson to direct and maintain order in the deliberations of the Board.

(3) It shall be the duty of the secretary to keep full records of all investigations and hearings and to notify members of all hearings and meetings as directed by the co-chairpersons.

(4) In addition to the co-chairpersons, the Judicial Board shall include twelve regular members who shall be eligible to vote on all decisions of the Board. Three members shall be elected from each of the rising sophomore, junior and senior classes, and three shall be appointed by the Student Government president in consultation with the co-chairpersons. The members shall (a) serve as investigators when appointed by the chairperson and (b) hear the cases brought before the Judicial Board.

Subsection c — The Judicial System Penalties

(1) The minimum penalty of the Board shall be an oral reprimand.

(2) The maximum penalty shall be suspension on the first offense. Expulsion may occur thereafter.

SECTION 5 — Rights of the Accused Student in Judicial Board Hearings

Subsection a — The student has the right to counsel. The person chosen to act as counsel must be a currently enrolled undergraduate Wake Forest student.

Subsection b — The student shall not be compelled to testify and the failure to testify shall not be held against him/her. The investigator shall not comment on the student's failure to testify.

Subsection c — The student shall be informed of the investigation after the appointment of the investigator.

Subsection d — The student shall be informed of the results of an investigation of which he/she is the subject.

Subsection e — No hearing shall take place sooner than five (5) school days after the student is notified of the charges. The student may waive this right for purposes of expediency. If a student wishes to waive this right, he/she must submit a written request to either the investigator or the chairperson and sign a waiver statement.

Subsection f — The student has the right to choose between an open and a closed hearing.¹

Subsection g — The student has the right to face his/her accuser.

Subsection h — The student has the right to be present at all times and at all phases of the hearing except deliberation.

Subsection i — The student has the right to request that the hearing be reopened upon the written presentation of germane new evidence. The officers of the Judicial Board shall determine whether the hearing will be reopened.

Subsection j — The student has the right to appeal any decision to the Judicial Council.

SECTION 6 — Interim Judicial Process

Subsection a — During the time period beginning with the last day of classes in the spring semester and ending with the beginning of registration in the fall semester, and at any other time during which the normal Honor Council or Judicial Board is unavailable, the interim judicial process shall be presented as an option to any accused student to provide hearing and judgment.

Subsection b — If the student chooses the normal procedure rather than the interim judicial process, he/she thereby agrees to be available for a hearing at the next time the normal procedure is available.

Subsection c — The interim judicial process will provide a hearing before the Dean of the College or his/her designate in honor cases and the Dean of Student Services or his/her designate in community responsibility cases. In cases where the Dean chooses not to act alone due to the complexity or the severity of the case, he/she may choose to convene a panel composed of

himself/herself, a student, and a faculty member. Students should be chosen from a list of qualified students identified by the Honor Council and Judicial Board as being available during the interim. Should none of these students be available, the Dean may choose any available student that he/she feels is qualified. Cases involving students electing the interim process will be investigated by a member of the Honor Council or Judicial Board if available, or another student appointed by the Dean.

Subsection d — Rights of the Accused Student in the Interim Judicial Process

(1) The student has the right to counsel, as in the normal hearing procedures. The person chosen to act as counsel must be a currently enrolled undergraduate Wake Forest student. A student may always choose to represent himself/herself.

(2) The student shall not be compelled to testify, and the failure to testify shall not be held against him/her.

(3) No hearing shall take place sooner than five (5) school days after the student is informed of the specific charges. The student may waive this right for purposes of expediency by signing a waiver statement.

(4) The student has the right to be present at all times and at all phases of the hearing except deliberation.

(5) The student has the right to request that the hearing be reopened upon the written presentation of germane new evidence. The Dean presiding over the interim judicial process shall determine whether the hearing will be reopened.

(6) The student has the right to appeal any decision to the Judicial Council under the normal procedures of that body.

Article V — Students in University Government

The faculty Committee on Nominations shall request from the members of the faculty a list of nominees from the student body of the undergraduate colleges for positions on the appropriate committees of the undergraduate colleges. This list shall be submitted to the Student Government, which shall consider it in preparing a list of two nominees for each position to be filled. This list shall be presented for appointment by the president no later than May 1. The president shall reserve the right to reject the nominees submitted to him and to request other names from the Student Government.

Article VI — Statutes

The statutes which follow this Constitution shall be established to regulate and order the specific functions of Student Government bodies. In order that the changing needs of the Student Government may be met, these statutes shall be subject to addition, amendment or abolition by a two-thirds majority of the legislature provided the legislature has published the proposed change one week before the vote.

Article VII — Amendment

The Constitution of the Student Government shall be amended or revised only with the consent of two-thirds of those undergraduate students voting on the amendment(s) as expressed by secret ballot.

¹ The Judicial Council has defined an "open hearing" as: a hearing at which all necessary parties for a decision are present, one or two undergraduate student staff members of *Old Gold and Black*, the chair of the Student Government Judiciary Committee, any member of the Judicial Council, and up to twelve Wake Forest undergraduate students, six of whom may be designated by the accused and six of whom by the complaining party(ies).

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Article VIII — Ratification

The articles and statutes of this Constitution shall become immediately effective upon the simple majority approval of the undergraduate student body as expressed by secret ballot. Any specific sections of the Constitution in conflict with faculty bylaws will not be in force unless the faculty bylaws are changed to accommodate the student provisions.

Statutes

Statute I — Judicial Branch Procedures¹

SECTION 1 — Definitions

(a) The terms "Wake Forest" and "College" mean the Wake Forest College and the School of Business and Accountancy of Wake Forest University.

(b) The term "student" includes all persons taking courses, both full and part-time, pursuing undergraduate studies in the College. Persons who are not officially enrolled for a particular term, but have a continuing relationship with the College are considered students.

(c) The term "faculty member" means any person authorized by the College to conduct classroom activities.

(d) The term "University official" includes any person employed by Wake Forest University to perform assigned administrative or professional responsibilities.

(e) The term "campus" includes all land, buildings, facilities and other property possessed, owned, used, or controlled by Wake Forest University.

(f) The terms "shall" and "will" are used in the imperative sense.

(g) The terms "should" or "may" are used in the permissive sense.

(h) The term "accused," when used in the context of describing pre-hearing, hearing, and appeal procedures to allow or authorize actions, also means "student representative" or "student counselor," if one has been designated by the accused.

(i) The Judicial Conference is composed of the judicial adviser, the chairperson of the Honor Council and a Judicial Board co-chairperson.

SECTION 2 — Standards for Academic Honor and Community Responsibility

Subsection a — Preamble

To enter Wake Forest as a student is to join a community of learning devoted to advancing the mind, body, and spirit of humanity. By extending to its students the privileges and benefits of a community of learning, Wake Forest expects from its members a commitment to honorable and ethical conduct which

¹ Judicial Statutes are adopted by the Student Government and reviewed for approval by the University Judicial Council. The Constitution of the Judicial Council requires the Council to "direct the undergraduate judicial system so as to insure justice and due process to all members of the undergraduate academic community." Mindful of this obligation, the Judicial Council endeavors to review procedures and practices of the undergraduate judicial system which might be strengthened and improved to promote fair inquiry aimed at truth finding. The Council continues to seek to identify those ways in which the ascribed purpose of promoting a non-legalistic, non-adversarial hearing process can be advanced while assuring that the accused's right to a fair hearing is not compromised. Consistent with this obligation the Judicial Council has supplemented these statutes with interpretations which are designed to more fully explain the nature and scope of the undergraduate judicial system. These interpretations are reflected in occasional explanatory footnotes to the statutes.

embraces and supports its high aspirations. In such a community, knowledge is advanced and truth understood by the honest and diligent efforts of each individual. The College's enterprise thus depends on mutual trust.

As citizens of a larger society, we are governed by its laws. As a university community, we respect those laws both on and beyond the campus. Events occurring off campus may, therefore, be an appropriate subject for independent examination and action by the College.

A code of honor possesses a process for adjudication of wrongs, protection of rights, and assessment of sanctions. The process is founded upon confidence in careful inquiry, shared information, and prudent deliberation. It seeks to avoid legalistic procedures which could prevent a full understanding of all relevant facts. The process relies upon the reason and common sense of the community in judging whether conduct is inappropriate or contrary to Wake Forest principles.

The College devotes significant resources to the encouragement of a positive personal response by the offending student. In setting sanctions the needs of the offender, in addition to the nature of the offense and the scope of inflicted injury, are highly relevant.

The procedures for judging departures from the principles of honor and community responsibility are set forth here to maintain and foster the spirit of truth essential to the purposes of Wake Forest.

Subsection b — Scope of Authority

These policies and procedures apply to all students in the College. Wake Forest considers adherence to the honor code and maintenance of a sense of social and community responsibility to be integral to the mission of the University. These principles reflect the integrity of the student body. Because the honor code concerns itself primarily with the academic integrity of the institution and its students, cases primarily involving cheating, deception, stealing, plagiarism, dishonesty, and contempt, in the academic context, will ordinarily be heard by the Honor Council. However, occasions that arise primarily outside the academic context, though involving an honor code violation such as stealing or deception, may be heard by the Judicial Board. According to Section 9, Subsection a.1.b., the Judicial Conference will determine the appropriate path each case takes through the Judicial System.

(1) Wake Forest's standards for academic honor are applicable to the student in every academic pursuit, whether on campus or off campus. Any act committed while engaged in an academic endeavor which violates these standards becomes a proper subject for review by the judicial system.

(2) Wake Forest does not actively monitor the social actions of students beyond the University campus. However, in community responsibility cases the scope of the College's authority reaches beyond the campus when a student's conduct adversely affects the integrity of the Wake Forest student body or threatens the health, safety, or welfare of other members of the Wake Forest community. The University's standards of community responsibility extend to circumstances in which students attend Wake Forest events, participate in University sponsored off-campus educational and social programs, use University property, represent the University, or participate in any activity in which a student's identity is clearly associated with the name of the University or any of its affiliated groups.

SECTION 3 — Ethics

The following code of ethics for Honor Council and Judicial Board members is set forth as a proper guide and as an indication of what the College expects from members of the two bodies.

Subsection a — Code of Ethics

(1) An Honor Council or Judicial Board member's public and official behavior should be beyond reproach and free from impropriety or the appearance of impropriety.

(2) With the exception of the chairperson directing the investigation and the investigator while investigating the case, no member should mention, comment upon, or discuss the case in any manner except when the Council or Board itself is sitting to consider the case. This applies to both open and closed proceedings. When the accused has elected an open hearing, the chairperson directing the investigation may discuss issues publicly raised by the accused.

(3) With the exception of the chairperson directing the investigation and the investigator while investigating the case, each member should refrain from learning about the case prior to the hearing.

(4) A member should not be swayed by partisan demands, public clamor, or consideration of personal popularity or notoriety, nor be apprehensive of unjust criticism.

(5) A member should disqualify himself/herself from a case if it can be reasonably inferred that he/she is incapable of rendering an impartial judgment.



(6) When considering a case, a member should always bear in mind that he/she is deciding whether a particular regulation or statute has been violated. A member, however, should consider the welfare of the individual and the integrity of the College community in setting sanctions for violations.

(7) Violations of this Code of Ethics should be reported to the University Judicial Council.

Subsection b — Oath

Each newly elected member of the Honor Council and the Judicial Board, on an individual basis, takes the following oath to be administered by the dean of the College or his/her designate: "I do solemnly affirm that I will work to the best of my ability as a member of the Honor Council/Judicial Board, that I will observe the Code of Ethics, that I will adhere to the judicial branch procedures, that I will support the Constitution of the Student Government and the rules and regulations of the University, and that I will always be mindful of the interests of the student, as well as of the interests of the University and the public."

SECTION 4 — Felonies

Subsection a — Procedures

Cases concerning charges which give rise to criminal felony charges in local, state, and federal courts are referred to the vice president for student life who determines whether the case should be referred to the appropriate hearing panel, delayed pending the outcome of criminal proceedings, or heard administratively. Cases heard in an administrative hearing by the vice president for student life can be appealed to the Judicial Council.²

Subsection b — Sexual Assault

In cases of sexual assault, whether heard in an administrative hearing or by the Judicial Board, the alleged victim may be accompanied by a Wake Forest student, faculty, or staff member designated by the Policy Group on Rape Education, Prevention, and Response Board (PREPAR) and chosen by the alleged victim.

SECTION 5 — Procedures of the Honor Council³

Subsection a — Honor Code Violations

Cheating, plagiarism, stealing, deception, academic misconduct, and contempt are considered violations of the honor code. In accordance with Article IV of the Constitution of the Student Government, these terms should be construed to have their ordinary, nonlegal meaning.

² A description of procedures governing hearing practices before University officers is set forth in the *Student Handbook*. See *Hearing Practices for Students Before University Officers*.

³ The Judicial Council, through the leadership of its chair, may choose to designate a Council member to act as liaison to the Judicial Board and Honor Council. Normally, this person will be the non-voting secretary of the Judicial Council. The liaison assists in shepherding cases to conclusion, interprets the meaning of judicial statutes, assures effective communication between necessary parties, and advises all parties in the case regarding procedural matters. The liaison also supports the work of the judicial bodies in difficult cases and informs the Council of systemic issues in need of clarification or reform. If appointed by the chair, the liaison is obliged to excuse himself/herself from the hearing of any appeal in the case.

(1) The term "cheating" includes (a) providing or receiving unauthorized assistance in academic endeavors (e.g., quizzes, tests, examinations, reports, term papers), (b) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments or (c) the use, without permission, of tests or other academic material belonging to a member of the University faculty or staff.

(2) The term "plagiarism" includes (a) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without complete acknowledgment of the source, (b) the unacknowledged use of materials prepared by another agency or person providing term papers or other academic materials, or (c) the nonattributed use of any portion of a computer algorithm or data file. When faced with conflicting definitions of plagiarism during a case, the Council will adopt the definition established for use in the department/course by the professor or department involved in the case.

(3) The term "stealing" includes (a) the unauthorized taking, misappropriation, or possession of any property belonging to, owned by, or maintained by the University, an organization, or another individual, or (b) the possession, retention, or disposal of stolen property.

(4) The term "deception" includes any false or deceiving representation. In the academic context, such representations include (a) any attempt to avoid meeting the stated course requirements, such as making false statements to avoid taking examinations at the scheduled times or to avoid turning in assignments at the scheduled times, (b) listing sources in a bibliography not directly used in the academic exercise, or (c)



The exercise room at the Benson University Center

submitting falsified, invented, or fictitious data or evidence, or concealing or distorting the true nature, origin, or function of data or evidence.

(5) The term “academic misconduct” includes (a) the violation of University policies by tampering with grades, (b) taking part in obtaining or distributing any part of an unadministered academic exercise, (c) any attempt to gain access or to aid another in gaining access to any computer account other than one’s own without proper authorization, or (d) any attempt to gain access or to aid another in gaining access, without proper authorization, to department offices, faculty offices, laboratories or any other place where unadministered academic assignments are kept.

(6) The term “contempt” in the context of the honor code includes (a) instances of perjury (giving false testimony) or (b) acts which otherwise obstruct the Council’s function.

Subsection b — Reporting Accusations⁴

(1) Violations are reported to the judicial adviser in writing within ten (10) school days of the date on which a breach of the honor system comes to the attention of the student, faculty member, or university official reporting the incident. All reports must be signed and must answer four questions: (a) What is the nature of the alleged violation? (b) Who did it? (c) When and where did it occur? and (d) How did it come to the attention of the person reporting it?

(2) The accused must be informed in writing of the accusations at least twenty-four hours before the investigator begins the investigation. The accused may waive this right and allow the investigation to begin immediately.

Subsection c — Investigation⁵

(1) In cases that are referred to the Honor Council by the Judicial Conference, the chairperson appoints one member to conduct the investigation.

(2) Once the investigation is complete the chairperson, with the investigator, brings charges if warranted.

⁴Not every complaint of student misconduct is worthy of invoking the full processes of the judicial system. Complaints filed by faculty or staff in honor cases to the dean of the College should require decanal authorization for passage to student judicial bodies. The Judicial Council affirms implicit decanal authority in these circumstances to decide whether such charges are worthy of full hearing by the judicial system, or whether other appropriate means of resolving the controversy should be utilized. Upon notification to the parties of the pendency of an investigation, time and filing limitations under these Judicial Statutes may be tolled or extended for a reasonable period not to exceed 20 days for the purposes of decanal investigation and consideration. During this period mediation, fact finding, and discussions with the parties may take place. In cases where suspension or expulsion is not at issue, the dean possesses the authority to refuse to submit charges to the appropriate student judicial body by informing it of the nature of possible charges and the decision not to forward charges.

⁵The results of an investigation may indeed lead to charges being dropped or modified. In order to assure that only those cases which have merit proceed to hearing the accused should endeavor to cooperate with the investigator in answering all questions pertaining to his/her investigation of the case. In hearing appeals the Judicial Council will consider an accused student’s unwillingness to cooperate with an investigator as representing a lack of good faith in supporting the truth-finding process, and will impose upon him/her the burden of proving to the Judicial Council’s satisfaction that the initial hearing was unfair.

(3) The accused is informed of the results of the investigation and of the charges if such charges are brought by the Council officers. Within five (5) school days after charges are brought, the investigator and the accused set a date for the hearing.

(4) If a hearing is held, the investigator presents his/her findings to the Honor Council and does not participate in deliberation.

Subsection d — The Hearing

(1) The hearing is held within a reasonable period of time, but not before five days after the notification of charges. If a closed hearing is held, only members and faculty advisers of the Honor Council and the accused may be present. A witness may be present only during his/her testimony. In cases where more than one individual is charged with a violation arising out of a single incident, each student may request an individual hearing. The request should be presented to the chairperson of the hearing panel in the form of a written statement at least five days in advance of the hearing date. The chairperson presents the petition to the Judicial Conference. The Judicial Conference decides whether the petition is granted. In cases where there are several charges arising from a single incident and no requests for individual hearings are made, the chairperson uses his/her discretion to determine whether the individuals are heard together or separately.

(2) The Council has the power to require the presence of the accused and witnesses and to obtain articles and documents of evidence within the Wake Forest community. If a student requested through direct oral or written communication from the chairperson or the investigator does not appear, he/she may be in contempt of the judicial branch.

(3) Signed statements may be introduced as evidence, but only if the witness whose statement is submitted is unavailable for the hearing. The chairperson must approve the absence of a necessary witness in order for a statement from that person to be admissible. The party who intends to offer such a statement must present a copy to the other party and to the chairperson at least twenty-four hours before the hearing.⁶

(4) Each party may request witnesses to testify during the presentation of evidence in the case. The accused and the investigator should submit a list of witnesses at least five (5) school days before the hearing. They may also submit questions for witnesses, in written form, to the Honor Council chairperson 24 hours before the hearing. Ordinarily, only members and faculty advisers of the Honor Council may question witnesses during the course of the hearing, but direct questioning of the witnesses by the accused or the investigator may be permitted.

⁶Both the Honor Council and the Judicial Board possess the authority to assure the attendance of witnesses by use of their subpoena power. The absence of a witness does not necessarily compromise a fair hearing or automatically present grounds for a mistrial. Written statements can and should be utilized at hearings where a witness for good cause cannot attend the hearing. Only where the witness’s testimony is critically essential to an understanding of the case, and a written statement cannot be obtained, should a mistrial be considered or an appeal granted. Both the accused and the investigator must explain to the hearing chair the need for calling a witness to testify and the expected testimony of each witness. The hearing body chair should refuse to compel the attendance of any witness whose presence appears unnecessary, repetitive, or irrelevant to decide the case.

(5) In an opening and a closing statement, the investigator and the accused are entitled to summarize the facts as viewed from their perspective, to suggest lines of inquiry which should be pursued by the hearing panel, to make observations consistent with the testimony or anticipated testimony of witnesses, and to advance a plausible theory of the case.

(6) The presiding chairperson keeps order during the hearing, rules on the relevancy of evidence, and asks questions of the witnesses. In his/her rulings, he/she should be guided by principles of reasonableness and fairness, and not by the technical rules of the civil or criminal law.

(7) The presiding chairperson has the authority to declare a recess at an announced time. Objection to a recess by the accused or the investigator can be overruled only by a three-fourths vote of the panel. During a recess, the panel shall not comment about or discuss a case.

(8) During a hearing, the faculty advisers of the Honor Council may consult with the presiding chairperson to assure that the hearing conforms to the Constitution and statutes. They may also participate in the questioning of the witnesses at the same times that panel members are allowed to question witnesses.

(9) The hearing procedure is as follows:

Prior to the hearing, the Honor Council panel and the faculty advisers review reports and documents concerning the case.

(a) The presiding chairperson begins the hearing by informing the accused of his/her rights in the hearing and asking him/her to acknowledge his/her understanding of the rights. The chairperson then reads the charge(s) against the accused and asks him/her to enter a plea of guilty or not guilty.

(b) If the plea is not guilty, the investigator, followed by the accused, is allowed to make an opening statement to the hearing panel.

(c) After the opening statements, the chairperson calls witnesses requested by the investigator and the accused.

(d) Each witness is sworn in by an affirmative response to the following: "Do you solemnly (swear or affirm) that to the best of your knowledge, the information you are about to give is the whole truth?"

(e) After a witness has been sworn in, the panel and faculty advisers ask questions of the witness as directed by the chairperson.

(f) The chairperson may ask questions provided by the investigator and the accused during or after the questioning of the panel and faculty advisers.

(g) After the panel and the chairperson have completed their questioning, the chairperson asks the investigator and the accused if there are any remaining questions for the witness. If either party believes that additional questioning is necessary, the chairperson ordinarily allows further questioning unless the questions are irrelevant, unnecessary, or repetitious.

(h) When questioning of a witness is complete, the chairperson instructs the witness to remain available until the hearing is complete.

(i) After all witnesses have been questioned, the chairperson recalls any witness requested by the panel. The chair-

person also recalls witnesses requested by the investigator or the accused if the chairperson rules that the questions the party wants the witness to be asked are relevant and necessary.

(j) When all witnesses have been questioned, the investigator, followed by the accused, may make a closing statement.

(k) After the closing statements, the presiding chairperson reminds the panel of the charges, that only evidence relevant to the subject of the hearing may be considered in establishing guilt, and that in order to find the accused guilty, three-fourths of the panel must believe beyond a reasonable doubt that the charges are true. The presiding chairperson may not comment on any of the evidence.

(l) After the presiding chairperson has made his/her statement, the panel withdraws to make its decision by secret ballot. In cases involving the charge of deception, the Council may rule that the charge is not worthy of an honor offense. Upon reaching a decision, the panel returns to the hearing room and the chairperson reports the decision to the accused.

(m) If the accused has been found or pled guilty, the investigator and the accused, in that order, suggests to the panel a sanction appropriate to the violation and give reasons for their recommendations. The investigator and the accused may present evidence to support his/her contentions. If evidence or testimony is to be presented, the presentation proceeds under the established guidelines.

(n) After hearing evidence, testimony, and final recommendations regarding sanction, the panel withdraws for deliberations. Upon reaching a decision, the panel returns to the hearing room and the vice chairperson reports the decision to the presiding chairperson.

(o) The presiding chairperson reviews the sanction and, if it is within the bounds of the Constitution, reports the decision to the accused. The sanction is final unless the student appeals to the Judicial Council.

Subsection e — The Panel

(1) The panel for each case consists of not less than eight members of the Council, excluding the investigator and presiding chairperson. At the beginning of each year, the Council officers determine the policy concerning attendance.

(2) In combined cases where the Honor Council is considering accusations normally considered by the Judicial Board, the chairperson may request that a Judicial Board co-chairperson or his/her designate sit on the panel and participate in deliberation as a non-voting member.

(3) Two faculty advisers must be present at a hearing. The faculty advisers do not participate in deliberation.

(4) A three-fourths majority of the panel is required for a decision regarding both innocence or guilt and sanction.

Subsection f — Sanctions

(1) Guidelines for establishing sanctions for honor offenses are advanced in Article IV, Section 3, Subsection d.3. of the Constitution of the Student Government.

(2) A sanction of probation means that the student shall not represent the University in any official or established capacity. The Honor Council may establish alternate terms of probation appropriate to individual cases.

(3) The sanction for cheating also includes a recommendation to the Committee on Academic Affairs that a grade of F be assigned in the course involved. A grade of F assigned by the Committee on Academic Affairs as a result of an honor violation and at the request of the Honor Council remains on the record of the student even if the course involved is repeated for credit. The Honor Council may, when making its recommendation to the Committee on Academic Affairs, request that an assigned F be replaced upon successful repetition of the course involved.

Subsection g — Mistrials

(1) Any violation of the rights of the accused under Article IV, Section 3 of the Constitution of the Student Government results in a mistrial, and a new hearing is scheduled.

(2) When an accused student believes that a violation of rights has occurred prior to the hearing, he/she should present the complaint before the hearing commences. When the accused believes that a violation of rights has occurred during the hearing, he/she may present the complaint before the conclusion of the hearing. Any complaint should be presented in the presence of the chairperson, case investigator, and faculty advisers. The hearing panel should be dismissed during the presentation of complaints involving mistrials.

(3) To present a complaint, the accused should specify the right under Article IV, Section 3 that has been violated, and the action that violated the right. The accused, chairperson, and case investigator may suggest to the faculty advisers persons with information relevant to the complaint. The faculty advisers may question any person whom they choose to call.

(4) The faculty advisers determine by majority vote whether such a violation of the rights of the accused has occurred.

(5) If two mistrials are declared in the same case, the charge is dismissed.

Subsection h — Appeals

(1) All appeals are made to the Judicial Council by the accused student.

(2) The accused student must present to the Judicial Council, at the Office of the Dean of the College, his/her appeal within ten (10) school days following the decision by the Honor Council.

(3) Grounds for appeal from a decision of the Honor Council are based upon (a) the fairness of the hearing, (b) the sufficiency of the evidence to support the decision of the Honor Council, and (c) the appropriateness of the sanction.

Subsection i — Records and Reporting

(1) Taped records and written summaries of all investigations and hearings are kept in the Office of the Judicial Adviser. Records of closed hearings are available only to members and faculty advisers of the Honor Council, the accused, the judicial adviser, and Judicial Council members. Taped records must be kept for at least one year after the hearing or appeal, and written records are kept for ten (10) years.

(2) After every closed hearing, the judicial adviser reports to the *Old Gold and Black* the nature of the violation, the decision, and any sanction imposed. No names are divulged. In cases where the student elects an open hearing, the chairperson may comment on issues publicly raised by the accused. No other member of the Honor Council may make any statements, public or private, pertaining to an Honor Council case. The *Old Gold and Black* is allowed to report fully on any open hearing.



(3) If the accused is found not guilty, all evidence and records pertaining to his/her Honor Council case which mention his/her name are sealed and stored.

Subsection j — Election Procedures

(1) The chairperson and vice chairperson of the Honor Council for the succeeding year are elected from the current Council by that Council no later than April 15 of each year. A secretary is elected after the spring election of the Honor Council.

(2) Newly elected Honor Council members for the succeeding year are eligible to serve on the Honor Council if needed, may observe hearing proceedings, and are considered bound by the Code of Ethics.

(3) The Honor Council in conjunction with the dean of the College chooses five faculty advisers to assist them.

SECTION 6 — Procedures of the Judicial Board

Subsection a — Reporting Accusations⁷

(1) Violations are reported to the judicial adviser in writing within ten (10) school days of the date on which the violation comes to the attention of the student, faculty member, or university official reporting the incident. However, in cases of sexual assault, the alleged victim must report a violation to the judicial adviser within twenty (20) school days.

⁷Not every complaint of student misconduct is worthy of invoking the full processes of the judicial system. Complaints filed by faculty or staff in judicial cases to the dean of student services should require decanal authorization for passage to student judicial bodies. The Judicial Council affirms implicit decanal authority in these circumstances to decide whether such charges are worthy of full hearing by the judicial system, or whether other appropriate means of resolving the controversy should be utilized. Upon notification to the parties of the pendency of an investigation, time and filing limitations under these Judicial Statutes may be tolled or extended for a reasonable period not to exceed 20 days for the purposes of decanal investigation and consideration. During this period, mediation, fact finding, and discussions with the parties may take place. In cases where suspension or expulsion is not at issue, the dean possesses the authority to refuse to submit charges to the appropriate student judicial body by informing it of the nature of possible charges and the decision not to forward charges.

(2) The accused student is informed in writing that he/she is required to appear at an administrative hearing with the judicial adviser.

(3) The director of residence life and housing has jurisdiction over property damage and possession of contraband items as enumerated in the housing contract; the Judicial Board has jurisdiction over social misconduct violations.

Subsection b — Administrative Hearing⁸

(1) During an administrative hearing the student may agree or disagree with the substantive content of the incident report, the nature of the violation, and sanctions. Only when the accused student agrees with the alleged violation(s) and sanction(s) is the incident be settled in the administrative hearing. All other cases are remanded to the Judicial Conference for further action.

(2) Information discussed in the administrative hearing is not admissible in a Judicial Board hearing.

Subsection c — Investigation

(1) In cases that are referred to the Judicial Board by the Judicial Conference, the presiding co-chairperson appoints one member to conduct the investigation.

(2) Once the investigation is complete, the chairperson with the investigator, brings charges if warranted.

(3) The accused is informed of the results of the investigation and of the charges if such charges are brought by the Board officers. Within five (5) school days after charges are brought, the investigator and the accused set a date for the hearing.

(4) If a hearing is held, the investigator presents his/her findings to the Judicial Board and does not participate in deliberation.

(5) The investigator and the accused student conduct independent investigations.

Subsection d — The Panel

(1) The panel for each case consists of not less than eight members of the Board, excluding the investigator and presiding co-chairperson. The deliberative co-chairperson may be a non-voting member of the panel. At the beginning of each year, the Board officers determine the policy concerning attendance.

⁸By action of the Judicial Council the dean of student services may hear conduct cases administratively without referral to the judicial system when the penalty will not exceed 20 hours of community service. Normally these cases involve allegations of underage drinking, illegal possession of alcohol or public intoxication, unauthorized activity, pyrotechnic use or possession, and campus solicitations. Moreover, by resolution of the University Board of Trustees, the dean of student services is authorized to hear and determine all cases involving student social conduct offenses which the dean has reason to believe were committed by a student who was under the influence of alcohol or drugs. If upon investigation, the dean of student services determines that the offense was not committed by an offender under the influence of alcohol or drugs, the dean will refer the offense for other appropriate procedures (within the undergraduate judicial system). In hearing these cases the dean acts in accord with hearing practices set forth in the Student Handbook. See Hearing Practices for Students Before University Officers. The dean or the dean's designee may invoke all necessary and appropriate sanctions and conditions ranging from warning and mandated counseling to indefinite suspension. Suspension actions must be reviewed and endorsed by the vice president for student life. Appeals from the determination of the dean are to the Judicial Council.

(2) In combined cases where the Honor Council is considering accusations normally considered by the Judicial Board, the chairperson may request that a Judicial Board co-chairperson or his/her designate sit on the panel and participate in deliberation as a non-voting member.

(3) One faculty member must be present at a hearing. The faculty advisor does not participate in deliberation.

(4) A three-fourths majority vote of the panel members is required for a decision regarding both guilt or innocence and sanction.

Subsection e — The Hearing

(1) The hearing is held within a reasonable period of time, but not before five days after notification of charges. If a hearing is closed, only the panel, co-chairs, investigator, witnesses, faculty advisers and the accused student may be present. In cases of sexual assault, the alleged victim may be accompanied by a Wake Forest student, faculty, or staff member designated by the PREPAR Board and chosen by the alleged victim.

(2) The Board has the power to require the presence of the accused and witnesses and to obtain articles and documents of evidence within the Wake Forest community. If a student requested through oral or written communication from the chairperson or the investigator does not appear, he/she may be in contempt of the judicial branch.

(3) Signed statements may be introduced as evidence, but only if the witness whose statement is submitted is unavailable for the hearing. The chairperson must approve the absence of a necessary witness in order for a statement from that person to be admissible. The party who intends to offer such a statement must present a copy to the other party and to the chairperson at least twenty-four hours before the hearing.⁹

(4) Each party may request witnesses to testify during the presentation of evidence in the case. Ordinarily, only members and faculty advisers of the Judicial Board may question witnesses during the course of the hearing. The accused and the investigator submit a list of witnesses before the hearing. They may also submit, at their discretion, written questions to the Judicial Board presiding co-chairperson 24 hours before the hearing. Direct questioning of the witnesses by the accused or the investigator may be permitted.

(5) In an opening and a closing statement, the investigator and the accused are entitled to summarize the facts as viewed from their perspective, to suggest lines of inquiry which should be pursued by the hearing panel, to make observations consistent with the testimony or anticipated testimony of witnesses, and to advance a plausible theory of the case.

(6) At the discretion of the presiding chair, a victim of an offense may also be allowed to make a private statement to the hearing panel. The accused student may hear the audio tape of this statement. This action does not constitute a violation of the rights of the accused under Article IV, Section 3, Subsection h, of the Constitution of the Student Government.

(7) The presiding co-chairperson keeps order during the hearing, rules on the relevancy of evidence, and asks questions

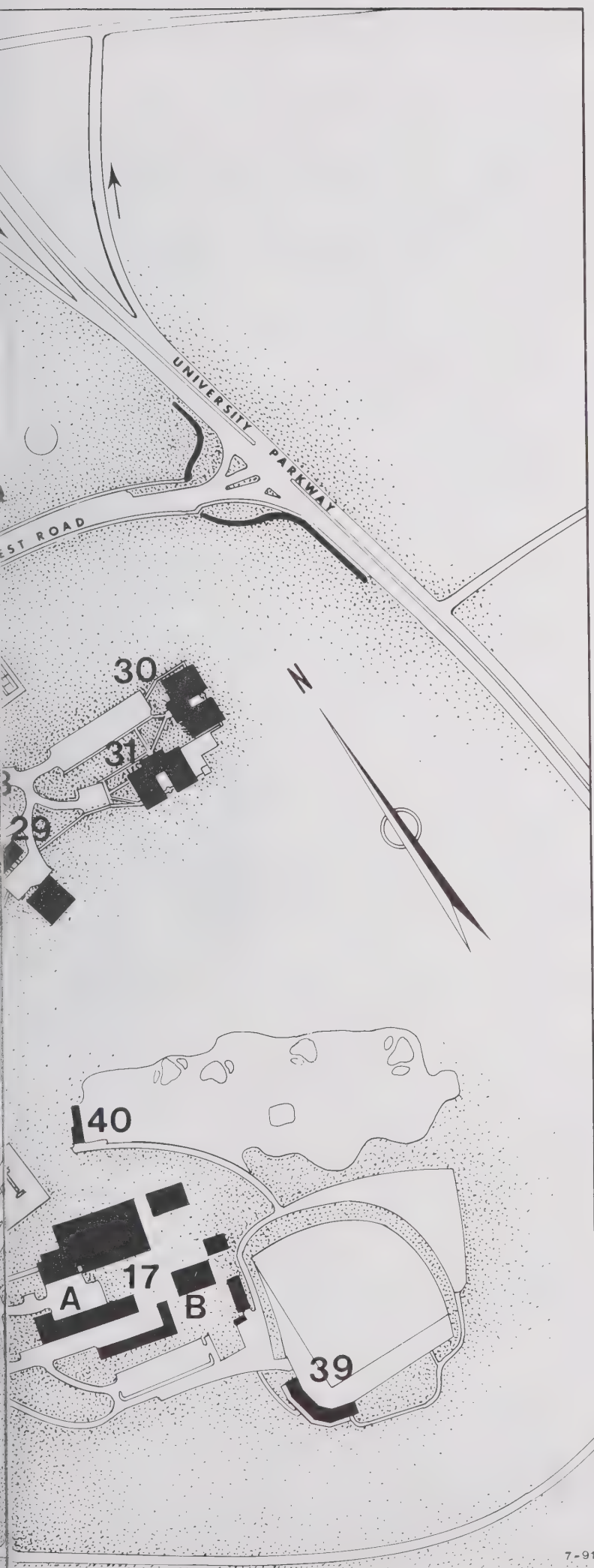
⁹ See footnote 6 for Judicial Council interpretation.



WAKE FOREST

UNIVERSITY

REYNOLDA CAMPUS



- 1 Wait Chapel/Wingate Hall
- 2 Efird Residence
- 3 Taylor Residence
- 4 Davis Residence
- 5 Reynolda Hall
- 6 Benson University Center
- 7 Z. Smith Reynolds Library
- 8 Olin Physical Laboratory
- 9 Salem Hall
- 10 Winston Hall
- 11 Luter Residence
- 12 Babcock Residence
- 13 Tribble Hall
- 14 Johnson Residence
- 15 Bostwick Residence
- 16 South Residence
- 17 Physical Plant
 - A Security
 - B Print Shop
- 18 Carswell Hall
- 19 Athletic Center
- 20 Babcock Hall
- 21 Reynolds Gymnasium
- 22 Kitchin Residence
- 23 Poteat Residence
- 24 Huffman Residence
- 25 Townhouse Apartments
- 26 Indoor Tennis Courts
- 27 Residential Community
- 28 Radio Station WFDD
- 29 Museum of Anthropology
- 30 Palmer Residence
- 31 Piccolo Residence
- 32 Professional Center
- 33 Faculty Apartments
- 34 Student Apartments
- 35 Scales Fine Arts Center
- 36 Welcome Center & Admissions
- 37 Campus Stadium
- 38 Tennis Stadium
- 39 Baseball Stadium
- 40 Golf Center

of the witnesses. In his/her rulings, he/she is guided by principles of reasonableness and fairness, and not by the technical rules of the civil or criminal law.

(8) The presiding co-chairperson has the authority to declare a recess at an announced time. Objection to a recess by the accused or the investigator can be overruled only by a three-fourths vote of the panel. During a recess, the panel does not comment about or discuss a case.

(9) During a hearing, the faculty advisers of the Judicial Board may consult with the presiding co-chairperson to assure that the hearing conforms to the Constitution and statutes of the Student Government. They may also participate in the questioning of the witnesses at the same times that panel members are allowed to question witnesses.

(10) The hearing procedure is as follows:

(a) The presiding co-chairperson reads the charges against the accused student, asks him/her how he/she pleads, and states the rights of the accused student during the hearing.

(b) The accused student(s) and witnesses are duly sworn in by an affirmative response to the following: "Do you solemnly swear by the College honor code, that to the best of your knowledge, the information you are about to give is the whole truth?"

(c) Before calling witnesses, the investigator, followed by the accused may make opening statements.

(d) Only members and faculty advisers of the Judicial Board question witnesses.

(e) Once the panel, faculty advisers, and deliberative co-chairperson have exhausted questioning each witness and accused student(s), the presiding co-chairperson may ask the relevant questions submitted 24 hours in advance of the hearing by the investigator or accused student(s).

(f) After the panel and the chairperson have completed their questioning, the chairperson asks the investigator and the accused if there are any remaining questions for the witness. If either party believes that additional questioning is necessary, the chairperson ordinarily allows further questioning unless the questions are irrelevant, unnecessary, or repetitious.

(g) When all witnesses and accused student(s) have been questioned once, the panel, faculty advisers and deliberative co-chairperson are given a final opportunity to ask questions of any witness and accused student(s).

(h) The investigator followed by the accused student(s) may make a closing statement.

(i) The presiding co-chairperson then instructs the panel as to the charge(s). The facts of the hearing must establish guilt beyond a reasonable doubt in order to prove the student guilty of the charge(s).

(j) The presiding co-chairperson rules on the relevancy of all the evidence, keeps order during the hearing, and is guided by principles of reasonableness and fairness, but not by the technical rules of the common law courts.

(k) The deliberative co-chairperson directs deliberation but is not a voting member of the panel.

(l) Only panel members and faculty advisers may be present during the deliberation which is conducted by the deliberative co-chair. The panel members retire to rule and its vote is by secret ballot. Upon reaching a decision, the panel returns

and the presiding co-chairperson reports the decision of the panel to the accused student(s).

(m) If the accused student(s) is found guilty or has made a guilty plea, the investigator and the accused may recommend sanctions to the panel.

(n) The panel retires and decides the sanction. In cases involving tampering with fire equipment, the minimum mandatory sanction shall be the immediate cancellation of the housing contract.

(o) The presiding co-chairperson reports the decision of the panel regarding sanction.

Subsection f — Sanctions

(1) Sanctions for violations of community responsibility and social conduct include: oral reprimand, verbal warning, monetary fines, restitution, community service, letters of apology, suspension, expulsion upon the second offense, and other sanctions deemed appropriate to the violation(s) by the hearing panel.

(2) In first offense cases, including those of sexual abuse, the panel may submit a recommendation of expulsion to the President of Wake Forest University.

(3) In cases, including those of physical abuse and sexual assault, an official statement may be issued describing conditions precluding contact between the accused student and the alleged victim. In cases of sexual assault, this official statement must be issued.

(4) A student who has violated the University's rules may be held responsible for reasonable restitution arising from the incident.

Subsection g — Mistrials

(1) Any violation of the rights of the accused under Article IV, Section 3 of the Constitution of the Student Government results in a mistrial, and a new hearing is scheduled.

(2) When an accused student believes that a violation of rights has occurred prior to the hearing, he/she should present the complaint before the hearing commences. When the accused believes that a violation of rights has occurred during the hearing, he/she may present the complaint before the conclusion of the hearing. Any complaint should be presented in the presence of the chairperson, case investigator, and faculty advisers. The hearing panel should be dismissed during the presentation of complaints involving mistrials.

(3) To present a complaint, the accused should specify the right under Article IV, Section 3 that has been violated, and the action that violated the right. The accused, chairperson, and case investigator may suggest to the faculty advisers persons with information relevant to the complaint. The faculty advisers may question any person whom they choose to call.

(4) The faculty advisers determine by majority vote whether such a violation of the rights of the accused has occurred.

(5) If two mistrials are declared in the same case, the charge is dismissed.

Subsection h — Appeals

(1) All appeals are made to the Judicial Council by the accused student.

(2) The accused student must present to the Judicial Council, at the Office of the dean of the College, his/her appeal within ten (10) school days following the decision by the Judicial Board.

(3) Grounds for appeal from a decision of the Judicial Board are based upon (a) the fairness of the hearing, (b) the sufficiency of the evidence to support the decision of the Judicial Board, and (c) the appropriateness of the sanction.

Subsection i — Records and Reporting

(1) Taped records and written summaries of all investigations and hearings are kept in the Office of the Judicial Adviser. Records of closed hearings are available only to members and faculty advisers of the Judicial Board, the accused, the judicial adviser, and Judicial Council members. Taped records must be kept for at least one year after the hearing or appeal, and written records are kept for ten (10) years.

(2) After every closed hearing, the judicial adviser reports to the *Old Gold and Black* the nature of the violation, the decision, and any sanction imposed. No names are divulged. In cases where the student elects an open hearing, the chairperson may comment on issues publicly raised by the accused. No other member of the Judicial Board may make any statements, public or private, pertaining to a Judicial Board case. The *Old Gold and Black* is allowed to report fully on any open hearing.

(3) If the accused is found not guilty, all evidence and records pertaining to his/her Judicial Board case which mention his/her name are sealed and stored.

Subsection j — Election Procedures

(1) The co-chairs are elected by the current members of the Judicial Board prior to the general election of the following year's Judicial Board.

(2) The co-chairs appoint a secretary during the orientation period prior to the fall semester.

(3) The faculty advisers of the Judicial Board are appointed by the dean of the College.

(4) Appointees to the Judicial Board are selected from constituencies not represented by the elected members.

SECTION 7 — Interim Judicial Process

This process is enumerated in the Constitution of the Student Government Article IV, Section 6.

Subsection a — Procedures

(1) The case against the student is presented by the judicial adviser. Witnesses may be brought, but written statements are acceptable from witnesses unable to appear at the hearing.

(2) When the student is charged, the dean of student services or his/her designate suggests to the student a list of student counselors. The dean assists the student, when necessary, in securing counsel.

Subsection b — Credit

Credit received for work taken during the time pending the reconvening of the normal procedure or pending the outcome of an appeal may be dependent on and withheld until the resolution of the hearing or appeal.

Subsection c — Appeals

Appeals can be based only on issues of the fairness of the hearing, the sufficiency of the evidence to support the decision, the appropriateness of the sanction, or the failure of the panel to follow the rules set forth in the establishment of the interim judicial process. Deviation of the interim judicial process from the normal procedures is not grounds for appeal.

Subsection d — Records and Reporting

Taped and written outline records of all hearings are made by the dean involved in the case and maintained by the judicial adviser.

SECTION 8 — Contempt of the Judicial Branch

This regulation applies equally to all persons involved in the proceedings or hearings of the Honor Council, Judicial Board, interim judicial process, Administrative Hearing or Judicial Council.

Subsection a — Violations

The following constitute acts of contempt of the judicial branch:

(1) Failure to fully comply with the instructions or orders of a duly authorized Judicial body or agent

(2) Failure to fully perform disciplinary measures imposed

(3) Perjury

(4) Failure to appear before the hearing panel or judicial adviser

(5) Any act which obstructs or hinders the judicial process. Any judicial body or agent may issue a charge of contempt. Charges of contempt are to be referred to the Judicial Conference for further action.

Subsection b — Appeals

Appeals from cases of contempt are to be heard in the same manner as other appeals.

SECTION 9 — Judicial Conference and Judicial Adviser

Subsection a — The Judicial Conference

(1) Duties of the Judicial Conference. The duties of the Judicial Conference include (a) coordinating the work of the judicial system, (b) determining the path that a case will take through the judicial system, (c) considering confessed judgments made in Administrative Hearings, and deciding whether the recommended sanction will be accepted. In a case where the recommended sanction is not accepted, the Judicial Conference decides upon the course of further action in the case, and (d) planning and implementing orientation sessions for the Honor Council, Judicial Board, and student counselors under the supervision of the Judicial Council.

(2) Functions. The Judicial Conference meets no less than once a week during the school year. The meeting time is established at the beginning of each year. In cases where accusations exist that cause a case to fall within the jurisdiction of both the Honor Council and the Judicial Board, the Judicial Conference determines matters regarding the scope of jurisdiction, and conflicts between the two bodies. A case should be assigned to one hearing panel as a consolidated case encompassing all charges which surround a primary offense. This decision is determined by the Judicial Conference. An accusation involving a second violation of the honor system is assigned to the Honor Council.

Subsection b — The Judicial Adviser

The judicial adviser advises those involved in the judicial system and coordinates and facilitates the work of all judicial bodies. The judicial adviser works with the chairpersons of the judicial system, deans, faculty advisers, and the Judicial Council to assure efficient and just operation of the judicial process. The duties of the judicial adviser include:

(1) Receive reports from the dean of student services regarding student community responsibility violations and recommend to the Judicial Conference the path these cases should follow through the judicial system;

(2) Convene, hear, and set sanctions in all cases recommended to receive an Administrative Hearing;

(3) Assist student case investigators in their investigation of cases which may include securing statements, documents, reports. Assure that student counselors and the accused are provided with the same information;

(4) Maintain all judicial records and case files;

(5) Assure the satisfactory completion of sanctions;

(6) Assist in the design and implementation of orientation and education programs for Judicial Board / Honor Council and student counselors;

(7) Act as secretary of the Judicial Conference (ex officio member);

(8) Prepare reports to all relevant bodies / individuals which summarize judicial action;

(9) Teach workshops about academic dishonesty and civic responsibility; and

(10) Mediate disputes between parties which the Judicial Conference decides do not warrant a formal investigation.

SECTION 10 — Student Counselors and Representatives

The accused student may choose any enrolled undergraduate Wake Forest student to act as his/her representative. A list of current student counselors is maintained by the judicial adviser and presented to the accused by the investigator during the investigation. Upon request, the chairperson aids the student in securing counsel. Current members of the Honor Council and the Judicial Board are not eligible to serve as counsel. A student may always choose to represent himself/herself.

Subsection a — Ethics

The following code of ethics for student counselors and representatives is set forth as a proper guide and as an indication of what the judicial system expects.

(1) A student counselor or representative should represent accused students to the best of his/her ability within the bounds of Wake Forest University policies and procedures.

(2) A student counselor or representative's public and official behavior should be beyond reproach and free from impropriety or the appearance of impropriety.

(3) A student counselor or representative should not knowingly advance a claim or defense if it cannot be supported by a good faith argument based upon University policy and procedures.

(4) A student counselor or representative should maintain and protect confidential information of the student he/she represents unless the disclosure is permitted by the student, the disclosure is necessary to carry out good faith representation, or the information concerns criminal activity unrelated to conduct giving rise to the charges under review.

(5) A student counselor or representative should not knowingly conceal or obstruct access to facts or evidence necessary for consideration of a case, make a false statement, use perjured testimony, or counsel a student in conduct which he/she knows is unlawful or a violation of University policy.

(6) A student counselor or representative should not communicate with or cause another to communicate with any member of the hearing panel associated with the hearing of the case except the investigator and others as permitted by the chairperson of the hearing body.

(7) Violations of this Code of Ethics should be reported to the University Judicial Council.

Subsection b — Oath

Each student counselor or representative takes the following oath to be administered by the judicial adviser or his/her designate: "I do solemnly affirm that I will represent accused students to the best of my ability within the bounds of Wake Forest University judicial policy, that I will observe the Counselor Code of Ethics, that I will adhere to the judicial branch procedures, that I will support the Constitution of the Student Government and the rules and regulations of the University, and that I will always be mindful of the interests of the student as well as of the University and the public."

Subsection c — Purpose

The Student Counselor program was established and is maintained to provide accused students with qualified and knowledgeable representatives. Student counselors work to discover and present factual information as well as to define the disputed elements of the case to the appropriate panel. They also function to guide the accused through the judicial system and to assure that proper procedures are followed throughout the process. The members of the program, as well as any other designated student representative, are bound by the Counselor Code of Ethics.

Subsection d — Membership and Duties

The Student Counselor program is under the joint jurisdiction of the Student Government president, the student counselor coordinator, and the Judicial Council.

(1) The succeeding coordinator is elected from the current membership and must be approved by the Student Government president after consultation with the chairpersons of the Honor Council and Judicial Board. The appointment must be ratified by the Student Government Legislature.

The coordinator is responsible for organizing the work of the program, appointing counselors to handle cases, assuring that accused students who seek representation by a student counselor are appointed a counselor in a timely fashion, and assuring that the members of the program are well informed concerning judicial matters.

(2) In addition to the coordinator, the program consists of ten student counselors. These ten are appointed by the Student Government President, in consultation with the coordinator of the student counselors through an application and interview process. These appointments should be ratified by the Student Government Legislature. The student counselors will complete a prescribed course of study developed by the judicial adviser in cooperation with Honor Council and Judicial Board chairpersons and faculty advisers.

(3) A faculty adviser for the Student Counselor program is appointed by the vice president for student life in consultation with the dean of student services, the judicial adviser, the coordinator of the student counselors, the president of the Student Government, and the chairperson of the Judicial Council.

Statute II — Elections

SECTION 1 — Qualifications

In order to qualify to run for office, a candidate must submit a petition to the Elections Committee one week before the election. However, Honor Council and Judicial Board candidates must submit a petition two weeks before election. The petition shall contain only names which belong to the constituency of that office. The number required shall be as follows: president, speaker of the house, secretary and treasurer, 100 signatures; members of the Honor Council, Judicial Board, and Student Budget Advisory Committee, 50 signatures; legislators, 30 signatures. The Elections Committee shall check the validity of the petition and post a list of the candidates no later than five (5) days prior to the election. Any full-time undergraduate student who is not on social or academic probation shall qualify to run, but no student shall run for or hold two offices concurrently.

In the case of the president and speaker of the house, one academic year of legislative experience shall be required. If the candidates for president or speaker of the house has not had one year's legislative experience or has not submitted a petition one week and one day prior to the election, he/she must ask that these requirements be waived by a three-fourths majority vote of the elections committee which will meet the same day following the candidates' meeting at which time the petitions will be due. The candidate must be granted the waiver before the campaign starts or he/she will be ineligible to appear on a run-off ballot or assume office. If that student is denied a waiver by the elections committee, he/she may appeal to the legislature scheduled to meet the day after the candidates' meeting, which may overturn the committee's decision by a two-third's majority vote. The candidate must be approved by the legislature prior to the beginning of the campaign period in order to be eligible to appear on a run-off ballot or assume office.

SECTION 2 — Interviews and Nominations

The Elections Committee shall conduct an interview with all potential candidates for the Judicial Board and Honor Council. Based upon these interviews, the Elections Committee shall nominate no less than 15 for positions on the Judicial Board and no less than 4 from each class for positions on the Honor Council. These nominations will be forwarded to the student body for a campus-wide election.

SECTION 3 — Campaigning

Campaigns shall be conducted in a competitive but fair and honest spirit under the honor system. Candidates shall abide by the regulations of the Physical Plant to avoid littering, or risk being struck from the ballot. The Elections Committee shall give each candidate a set of these regulations upon receiving his/her petition. Public campaigning shall not begin earlier than one week before the election. No candidate shall spend more than the following on his/her campaign: president, speaker of the house, secretary, and treasurer, \$75 each; members of the Honor Council, Judicial Board, and Student Budget Advisory Committee, \$40 each; legislators, \$25 each. In a run-off campaign, no candidates shall spend more than the following on his/her campaign: president, speaker of the house, secretary and trea-

surer, \$15 each; members of the Honor Council, Judicial Board, and Student Budget Advisory Committee, \$8 each; legislators, \$5 each. Donations shall be recognized as expenditures. Itemized lists of expenditures shall be approved by the Elections Committee before any officer is installed.

SECTION 4 — Election Dates and Hours

Spring elections shall be held no earlier than the third week in March and no later than the second week in April. Each candidate for legislature must work one hour at the polls. Polls shall be open from 10:00 a.m. until 6:00 p.m. Legislators, freshman Honor Council members, and the freshman member of the Student Budget Advisory Committee shall be elected in the fall. Fall elections should occur between the third and fifth week after returning to school.

SECTION 5 — Balloting

Subsection a — Voting for all elections shall be by secret ballot at a polling place supervised by one poll worker chosen from the existing legislature or by the Elections Committee. Any legislator running for office shall not be permitted to work at a poll in his/her residence hall. Candidates for campus-wide or class-designated offices shall not work the polls.

Subsection b — Polling places shall be announced one week before the election. Names shall be announced no later than five (5) days prior to the election. Names shall appear in alphabetical order for each office and ballot boxes provided at each polling place. No proxy voting shall be permitted, and poll workers shall take measures necessary to insure fair voting. Write-in balloting is acceptable provided the student fulfills all qualifications specified in statute II other than presenting a petition. A write-in candidate must have a minimum of ten votes in order to be elected, except in those cases when a candidate who is on the ballot receives fewer votes than the write-in candidate. In that case, the write-in candidate shall be declared the winner if he/she has received a minimum of one vote.

Run-off elections shall be promptly held for those offices with only one seat in contention if a majority has not voted for one candidate. The run-off election shall be no sooner than 24 hours and no more than 5 school days after the original election. In elections where more than one position is chosen, a plurality of votes cast shall be sufficient to determine the winners. If two or more persons in contention for the final seat(s) receive an identical number of votes, the number of candidates to be placed on the run-off ballot shall not exceed one more than the number of seats remaining to be decided, unless the number of candidates receiving equal vote totals exceeds this allocation. In no case shall any candidate receiving fewer total votes than those candidates tying for the final position(s) in the election be allowed a position on the run-off ballot. Results shall be tabulated by the Elections Committee and posted in Reynolda Hall immediately. Ballots shall be kept locked in the Student Government office for ten days during which any candidate may demand a recount. After this, the ballots will be destroyed.

SECTION 6 — The Elections Committee

The president shall chair the Elections Committee, consisting of the speaker of the house, secretary, treasurer, Honor Council chairperson, Judicial Board co-chairpersons, and two legislators

selected by the speaker of the house. If any of these members are candidates, the president shall appoint a replacement.

SECTION 7 — Assuming Office

All officers-elect shall take office no later than two weeks after the election. Before assuming office, the president of the student body shall take the oath of office as administered by the president of the University. The president shall then administer the oath of office to his/her fellow officers and to those elected in the fall. The oath of office shall read as follows:

I, (name), promise to execute the duties and responsibilities of the office of (title of office), to pledge myself to the goals of furthering student welfare, the well-being of the undergraduate University community, and the traditional spirit of the University. I will uphold the Constitution of the Student Government and diligently perform my responsibilities to fellow students.

Statute III — Removal from Office

SECTION 1 — Executive Branch

The president, speaker of the house, secretary, treasurer, members of the Honor Council and Judicial Board, and the four elected members of the Student Budget Advisory Committee shall be subject to impeachment for failure to perform duties or for violations of the provisions of this Constitution. Any student may bring charges against an elected member of the executive branch, and a two-thirds majority vote of the legislature is required for conviction and removal from office.

SECTION 2 — Legislative Branch

Any member of the legislature shall be removed from office for more than two inexcusable absences from the legislature, its committees, or a combination of both per semester. Excuses for legislature absences must be submitted to the secretary within two weeks of the absences, and he/she shall rule on the validity of the excuse. The removal can be appealed, and the legislator reinstated with a two-thirds majority vote of the legislature.

SECTION 3 — Judicial Branch

Any member of the Honor Council and Judicial Board shall be removed from office for failure to perform duties or for violations of the provisions of this Constitution. Any student may bring charges against an elected member and a two-thirds majority vote of the legislature is required for conviction and removal from office.

Statute IV — Replacement

SECTION 1 — Permanent

Subsection a — In the case of a permanent vacancy in the office of the president, speaker of the house, secretary, or treasurer, an election shall be held to fill the position.

Subsection b — In the case of a permanent vacancy in the Honor Council, Judicial Board, Student Budget Advisory Committee, or legislature, the president shall appoint a new member with the two-thirds majority approval of the legislature. The Committee on Committees shall interview prospective legislators, brief them on the business of the legislature, and submit its suggested replacements to the president, who shall submit one to the legislature for approval. The new appointee

shall not take office in the respective body until the two-thirds majority approval from the legislature has been granted.

SECTION 2 — Temporary

In the case of a temporary vacancy in the office of president, speaker of the house, secretary, or treasurer during the winter term, or in some emergency situation, that officer shall appoint someone to take his/her place with the simple majority approval of the legislature.

Statute V — Committee Composition and Procedures

SECTION 1 — Executive Advisory Committees

Subsection a — Executive Advisory Committees shall consist of volunteer members, either from Student Government or outside, who are interested in helping with athletics, food services, health and counseling services, or Parents' Weekend. The president shall appoint these chairpersons with the simple majority consent of the legislature.

SECTION 2 — Standing Legislative Committees

Subsection a — The Committee on Committees shall consist of six legislators elected to that position by the legislature and shall be chaired by the president. The Committee on Committees shall interview applicants for vacant legislature positions. The interviews will be conducted during the first two weeks of the new spring semester.

The Committee on Committees shall select from interested rising sophomore, junior, and senior students who are in good standing a slate of six qualified students to run for student member of the Board of Trustees in a general campus election. The present student trustee shall sit in on the committee interviews as an ex officio member (non-voting). Student trustees shall be elected for one-year terms, January through December. They may be re-elected for additional one-year terms.

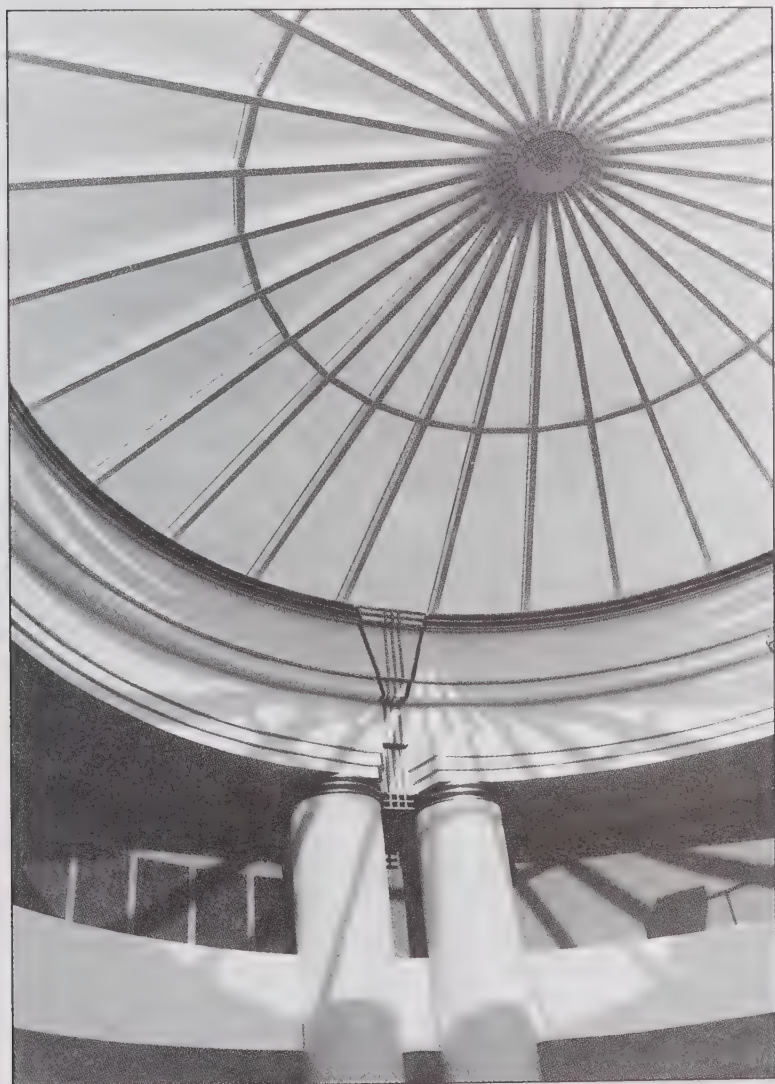
The Elections Committee of the Student Government shall present the names of the six candidates to the student body for a general election. The names of the top three finishers, along with the number of votes each received, shall be presented to the Student Life Committee of the faculty.

The Student Life Committee of the faculty shall determine which of the three candidates shall be designated as student trustee nominee by a series of interviews. For the purpose of such nominating action, the president of the University, the president of the student body, and the present student trustee shall serve on the committee as ex officio members. The names of the nominee and the first and second alternates shall be submitted to the Committee for Nomination of Trustees of the Board of Trustees..

Subsection b — The Charter Committee shall consist of six legislators elected to that position by the legislature and chaired by a member of their choice. The Charter Committee shall receive all student organization requests for official University recognition. The Committee shall hold hearings during which the purposes and procedures of the applicant organization shall be explained and its constitution reviewed to see that it is in harmony with the rules and regulations of the University. The Charter Committee shall decide whether to recommend recognition by a simple majority vote, and its recommendation will be

subject to a two-thirds vote of approval from the legislature. To recommend suspension of recognition, the Committee must have a two-thirds concurrence and their decision must be approved by a two-thirds vote of the legislature before the recommendation is made. This Committee may also censure any organization that violates its own constitution. In order to censure or recommend suspension of an organization, the Committee shall hold a hearing to investigate all sides of the case. The Committee shall decide the terms of the censure.

Subsection c — The Student Budget Advisory Committee shall consist of four class-elected representatives, the president, and three appointed members, and shall be chaired by the treasurer. This committee shall hold hearings for every student organization seeking University funds. These hearings shall begin in the fall and shall be well publicized so that all students may express their opinions on the merits and needs of these organizations. The Student Budget Advisory Committee shall formulate an overall budget for all student requests, with a two-thirds approval of the legislature.



The rotunda in the Benson University Center

Hearing Practices for Students Before University Officers

I. Jurisdiction

University hearing jurisdiction will be assumed in cases indicating that a student needs direct and immediate intervention by University personnel. The vice president for student life will have jurisdiction over cases of serious misconduct including willful destruction of property, personal injury and assault, cases of theft of more than \$500 in value, and any other felonious conduct. The dean of student services will have jurisdiction over cases of misconduct accompanied by abuse of alcohol or drugs. The determination of University hearing jurisdiction is conclusive, unless rendered in an arbitrary manner, and the University officer may refuse jurisdiction of any case even though jurisdiction may be appropriate. Generally, rights accorded to accused students under the student government constitution will be preserved in the administrative hearing, unless specifically stated otherwise. It is important to note that the administrative hearing, as well as the entire judicial system, is not meant to address grievances between parties who come before it, but only between the accused student and the University.

II. Complaints

A. Complaints are referred to the University officer by the judicial adviser if, in the opinion of the judicial adviser, they meet basic jurisdictional criteria. The University officer determines if he or she will take jurisdiction and, if so, sends the case back to the judicial adviser for investigation. If the University officer does not take jurisdiction, then the case is sent to the judicial conference for processing.

B. The judicial adviser investigates the complaint, charges the student, if appropriate, and sends the case back to the University officer.

C. If interim suspension authority is exercised, the University officer who will hear the charges will not participate in the decision to suspend.

III. Response

The student may respond to the charges by making: an admission of charges; a denial of charges; or a request to delay the hearing until external court matters have been resolved. It is also possible for the University officer to delay, without request, the hearing or the further processing of a charge on the same grounds.

IV. Schedule

Requirements regarding time and notice for the Judicial Board will be followed for the University hearing, but the minimum time before the hearing may be reduced at the discretion of the University officer when fairness is not compromised.

V. Hearing

A. The hearing will be held privately and confidentially. The University officer may permit non-participants to attend. The hearing will be structured as follows:

1. The judicial adviser and the accused student (an undergraduate student counselor may serve on his/her behalf) have the opportunity to make an initial statement explaining each person's description of the case and suggested lines of inquiry for the hearing. The judicial adviser and the student are not adversaries in the hearing. The role of the judicial adviser is to present the findings of his/her investigation and to request the presence of necessary witnesses. The student will be best served by an attitude of explanation and willingness to ascertain the truth rather than an aggressive refutation of others' assertions. The University officer has the authority to conduct the hearing in a manner which preserves this spirit of inquiry.
2. The University officer may, at his/her discretion, request up to four students, faculty, and administrators to assist in the hearing of the case. The panel may participate in the hearing as requested by the University officer and, at the conclusion, render a recommendation to the University officer.
3. After initial statements, the University officer and the panel, if any, may ask questions of each witness. At the conclusion of questioning of each witness by the University officer and panel, the accused will be asked if he/she is satisfied with the questioning, and if not what should be asked. The University officer will, at his/her discretion, pursue those questions. The accused student can submit the names of witnesses whom he/she would like to have called for the hearing and the University officer will determine the relevancy and necessity of each witness. Character witnesses may not be called to testify, but the student may submit no more than two signed letters of character reference.
4. The accused student may be present during all aspects of the hearing, but the hearing does not necessarily have to be conducted at one session. Rather, it may consist of several individual sessions according to the availability of witnesses and participants.
5. Signed statements can be used as evidence if the University officer rules that they are reliable. However, the complaining party will testify in person.
6. In cases of sexual assault the alleged victim may be accompanied by a Wake Forest student, faculty or staff member designated by the Policy Group on Rape Education, Prevention, and Response Board (PREPAR) and chosen by the alleged victim.

B. The University officer must be persuaded that the charges are true in order to find the student to be responsible for the conduct charged.

VI. Decision

A. The University officer will render a decision after the hearing is concluded and he/she has had adequate opportunity to consult with the panel.

B. Sanctions based on charges found to be true will be assessed by the University officer. Presumptive sanctions will be consulted in assessing sanctions.

VII. Appeals

Appeals may be made to the Judicial Council within five (5) school days of the announced decision and sanction. The Judicial Council will consider appeals on the basis of these University Hearing Practices and its own constitution and policies.

Constitution of the Judicial Council

I. Membership

The voting membership shall consist of nine (9) persons: five (5) faculty members, two (2) administrators, and two (2) students. In addition to these persons, four (4) alternate members shall be chosen: two (2) from the faculty, one (1) from the administration, and one (1) from the student body to serve as voting members, in the absence of regular members.

II. Powers

A. To establish and direct the undergraduate judicial system so as to insure justice and due process to all members of the undergraduate academic community.

B. To hear cases on appeal from trial bodies. Any decisions made by the trial bodies resulting in a penalty of suspension or expulsion will be heard by the Council if appealed. Other appeals will be heard at the discretion of the Council.

C. To organize and present, at the beginning of each academic year, an orientation program for all persons serving in the undergraduate judicial system. This orientation shall be concerned with apprising all members of their full responsibilities and obligations as members of an undergraduate judicial body.

D. The Judicial Council shall have the power to adopt further procedures consistent with the provisions of this document.

III. Procedures

An appeal to the Judicial Council from a decision of the student Honor Council or Judicial Board is based on the fairness of the trial, on the sufficiency of the evidence to support the verdict of the Honor Council or Judicial Board, and on the appropriateness of the sentence. It is not a new trial. Any decision of the Honor Council or the Judicial Board involving the penalties of suspension or expulsion shall automatically be heard, if appealed. Otherwise, the decision to hear a case on appeal shall be decided by the simple majority of the Judicial

Council, there being no fewer than seven members present. In the event that the appeal is declined, the appellant shall be notified in writing of the reasons for the Council's decision.

The Judicial Council may affirm the decision both as to the verdict and as to the sentence, may affirm the verdict but modify (not increase) the penalty, may reverse the verdict, or may send the case back for retrial on the evidence or for reconsideration of the sentence. In any case in which the verdict is upheld, the sentence will automatically be considered.

A. Notice of Appeal

Within fourteen days after the defendant is notified of the decision of the Honor Council, Judicial Board, or Case Referral Panel, he/she may file an appeal to the Judicial Council. The appellant in this request should set forth the reasons why he/she thinks the decision of the Honor Council, Judicial Board, or Case Referral Panel should be reversed or modified.

The request should be submitted to the Judicial Council at the Office of the Dean of the College and a copy should be sent by the appellant to the chairperson of the Honor Council or Judicial Board.

B. Scope of Review

Only procedural error amounting to a substantial injustice is a ground for reversal of the verdict of the hearing body. More-

over, only substantial procedural error which prevents the continuation of a fair hearing constitutes appropriate grounds for granting a mistrial or dismissal of a case. Doubts about the appropriateness of granting a mistrial or dismissal should be resolved in favor of allowing the hearing to proceed to judgment and preserving issues of procedural error for review by the Judicial Council.

IV. Hearing

The appellant, his/her undergraduate counsel, the chairperson of the Honor Council or Judicial Board, and/or his/her representative shall be present at the hearing.

The defendant and his/her counsel shall have the opportunity to make statements about the procedures at the trial or about the evidence.

The representative(s) from the Honor Council or Judicial Board shall have an opportunity to make statements about the procedures at the trial and about the evidence.

Members of the Judicial Council may ask questions during the proceedings.

The hearing shall be recorded on tape.

At the conclusion of the hearing the Judicial Council shall deliberate in private and a decision shall be reached by a majority vote of the Council. The student shall be notified in writing of the results of the hearing.



The Demon Deacon is a standby at Wake Forest football games.

Social Rules and Regulations

Wake Forest University endorses as a basic principle of University life the concept of responsible student freedom, which carries with it the recognition by each student of the rights and obligations of other members of the University community.

The University encourages students to conduct themselves as mature men and women and invites them to participate in the formulation of rules and to assume major responsibility in judicial decisions. At the same time, all participants in University life must remember that, by the charter of the University, the Board of Trustees is ultimately responsible for the University and for its operation.

Wake Forest also expects its students to abide by local, state, and federal laws, as well as by generally accepted moral standards. Although the University's role is not to duplicate civil law enforcement or judicial action, it may exercise authority for reasons appropriate to its function as an educational institution.

The University recognizes that students more readily achieve maturity when they are permitted to assume responsibility for their decisions. Within the academic community, certain regulations are necessary for the orderly operation of the University and for the well-being of its members. In keeping with its historic concern for students individually and corporately, Wake Forest has a legitimate interest in their welfare in and out of class, on campus and off. The University is concerned with student actions that are inconsistent with student obligations to the educational community. When, in the opinion of the University, the conduct of a student at any place is reprehensible or detrimental to the best interests of that student, his or her fellow students, or the University, appropriate disciplinary action will be taken.

The University also is concerned with the conduct of students beyond the campus. For many reasons, including the obvious impossibility of controlling off-campus behavior, it does not assume supervisory responsibility for off-campus activities. Nor does the University seek or support special treatment for those of its students who may be apprehended for violation of civil law. It does regulate off-campus events of University-approved student organizations and insists that, at these events and elsewhere, reason and responsibility characterize student conduct. More important, it encourages a sense of propriety and an ideal of personal dignity to guide students in their associations and in their behavior.

Frequently, students attend or participate in events sponsored by or hosted by student organizations at

other colleges. Sometimes student groups cosponsor events with groups at other colleges. Wake Forest students and Wake Forest student groups must adhere to University policies and rules on such occasions. Where officials of another college or university notify Wake Forest of incidents giving rise to a claim of a Wake Forest honor code or social rule violation, the case shall be processed through the Wake Forest system.

Because of our proximity and the nature of our local relationships with Salem College and Winston-Salem State University, all three institutions have established mutual arrangements which acknowledge and respect the integrity of each's judicial system and student rights and responsibilities at each college. Hence, when Wake Forest officials notify Salem College or Winston-Salem State University of potential violations on the Wake Forest campus or at events sponsored by Wake Forest groups, the case shall be processed through the student's home college system.

The philosophy of Wake Forest concerning student freedom is summarized in the following:

Wake Forest believes in individual freedom, not as a right but as a responsibility...freedom to be and, more important, to become. Attendance at Wake Forest is a privilege, not a right. The University's traditions and principles, accepted by each student in his or her voluntary registration, evolve from the core of this indivisible concept of freedom and responsibility. Therefore, it is assumed that the student who elects to come to Wake Forest does so with the intent of being in fact and in spirit a cooperating member of this community.

Although great responsibility rests upon the student for his or her own conduct, the Board of Trustees has specifically charged the faculty and the administration with responsibility for prescribing requirements for the orderly behavior and government of all undergraduate students. The faculty and administration, acting alone or in consultation with the Student Government, establish specific conduct regulations and provide for their enforcement.

The Board of Trustees has empowered the president with the authority to suspend students from the University in "cases of clear and present danger to lives and property...and in instances of violence to persons..." Such suspensions are to be reviewed by the regular judicial bodies within 14 school days.

Personal Conduct

All members of the Wake Forest community strive to live in and promote an atmosphere which not only recognizes individuality, but also fosters a spirit of

collegiality, respect for the rights and privileges of others, and responsibility for our individual and group actions. When these community expectations are not met because of individual or group actions, it is the responsibility of the Student Judicial System and/or the University to determine, in a truth-finding manner, the nature and extent of infractions, and to seek fair, consistent, and equitable sanctions. Where appropriate, the use of creative, educational, and case-specific sanctions is encouraged.

Students should be mindful of the University's expectations regarding their academic and social behaviors. The University will continue to discourage recidivism by various means including imposition of additional sanctions for prior violations, loss of on campus housing, suspension, or expulsion.

With respect to repeated infractions of social or community responsibility involving alcohol, suspension from the University will be considered in every case after the second violation.

Each student should be aware of and responsible for the following rules and regulations:

- (1) The honor code of Wake Forest concerns itself primarily with the academic integrity of the institution and its students; therefore, cases primarily involving cheating, deception, stealing, plagiarism, dishonesty, and contempt in the academic context will be ordinarily heard by the Honor Council. However, there may be occasions outside the academic context involving an honor code violation such as stealing or deception; these may be heard by the Judicial Board. In accordance with the Constitution of the Student Government, the Judicial Conference will determine the appropriate path of each case through the Judicial System.
- (2) Any activity which destroys or defaces property or grounds, at the University or elsewhere, is prohibited. *This includes walking on or engaging in sports on the grass of the Plaza (Quad).*
- (3) Removal of books from the library without following proper checkout procedures or by misuse of identification is prohibited. The use of emergency fire doors to exit the library building is prohibited and will be considered a serious violation of University policy, except in case of a fire emergency.
- (4) Gambling is prohibited.
- (5) Indecent exposure and illicit sexual activity are prohibited.
- (6) Verbal abuse and harassment are prohibited. Verbal abuse is the use of obscene, profane or derogatory language which abuses or defames another person.

Harassment is any action, verbal or nonverbal, intended to annoy or disturb another person. This may be a single incident or a series of incidents.

- (7) Intoxication, public consumption, or public display of alcoholic liquors, wines, or beer in residence halls or elsewhere on campus is prohibited. Students are subject to state and federal regulations concerning the use of alcohol.
Public display is defined as the possession and/or consumption of alcoholic beverages in any public or unregistered area on campus. This includes classroom buildings, the Benson University Center, Reynolda Hall, the library, the gymnasium, Wait Chapel/Wingate Hall, areas outside buildings, including lawns, courtyards, balconies, and playing fields, grounds and buildings of Reynolda Gardens, all residence hall formal parlors, common lounges and sun decks.
- (8) Use, possession, manufacture, sale, distribution of, transportation of illegal drugs (cocaine, marijuana, heroin, crack, ice, etc.) and drug paraphernalia is prohibited. Students found to be involved in its use, possession, manufacture, sale, distribution, or transportation, on or off campus, will be subject to disciplinary action which may include dismissal from the University. Parents will be notified. Refer to Substance Abuse Policy and Program section (page 52) for background and sanctions.
- (9) Hazing, physical abuse, or threat of physical harm in any form is prohibited.
- (10) Sexual assault, abuse, or harassment is prohibited.
- (11) Failure to comply with the directions of University officials (security, residence life and housing staff, etc.) acting in the performance of their duties is a serious offense. Such conduct as failure to provide ID; falsification of identification; disrespectful, uncooperative, abusive or threatening behavior will be dealt with severely.
- (12) The use of pyrotechnics and other explosives is not permitted anywhere on campus. The penalty for the first offense includes loss of one housing priority point, 20 community service hours, and may also include loss of the housing contract.
- (13) Deadly weapons of any type are prohibited everywhere on campus except for use in the Department of Military Science.
- (14) Unauthorized entry or occupation of any University facility which is locked, closed to student use, or otherwise restricted as to use, is prohibited.
- (15) Disorderly conduct: Any behavior which disrupts the regular or normal functions of the Wake Forest University community, including behavior which breaches the peace or violates the rights of others, is prohibited.

- (16) Intentional disruption or obstruction of teaching, study, research, administration, disciplinary procedures, or other University activity is prohibited.
- (17) Any unauthorized activity on University property which affects the University's pursuit of its mission is prohibited.
- (18) The solicitation of sales, services, memberships, or gifts on campus without permission of the dean of student services is prohibited.
- (19) Federal law restricts the use of copyrighted video, audio, or computer material. Any organization or student using such material should be certain that its use conforms to this law.
- (20) Contempt of the judicial process, including failure to appear for a judicial hearing or failure to observe and comply with judicial sanctions, is an offense.

Sanctions

Sanctions imposed as a result of community/social responsibility or honor system violations become a part of the student's record that is maintained in the Office of the Dean of the College. Parents, guardians, and other interested parties will be contacted on a "need-to-know" basis in cases on non-compliance with sanctions. Sanctions will be doubled and other appropriate actions taken in instances of non-compliance.

Notwithstanding the judicial process, the University reserves the right to take appropriate action in matters involving loss of, or damage to, University property, etc.

The following list provides presumptive sanctions for violations of social and community responsibility. Ordinarily these presumptive sanctions will be invoked unless the hearing body believes that other aggravating or mitigating circumstances are involved. Presumptive sanctions for such incidents as rape, sexual assault, and assault are not provided due to the nature and complexity of these occurrences.

<i>Violation</i>	<i>Sanction</i>
Alcohol	
Underage possession and/or consumption	\$30 fine + an alcohol education activity
Public display	10 hours ¹
Intoxication	20 hours
Purchase or attempt to purchase alcohol (under age 21)	20 hours
Aiding and abetting underage possession, purchase, or consumption of alcohol	20 hours
Unauthorized keg	\$50 fine, 50 hours

¹ "hours" refers to hours of required community service participation.

<i>Violation</i>	<i>Sanction</i>
Fire Safety Equipment	
Causing false fire alarm or tampering with first safety equipment	Cancellation of housing contract or other sanction if living off-campus
Controlled Substances	
Illegal manufacture, sale or delivery, possession with intent to manufacture, sell or deliver any controlled substance	Suspension or expulsion (<i>See page 53</i>)
Illegal possession of controlled substances	Probation and loss of housing contract (<i>See page 53</i>) Suspension and/or expulsion (<i>See page 53</i>)
Miscellaneous	
Indecent exposure	20 hours
Pyrotechnics	20 hours, loss of 1 housing priority point and/or cancellation of housing contract
Failure to comply with directions of University official	<ul style="list-style-type: none"> • Level I where behavior includes failure to provide ID, disrespectful or uncooperative behavior <ul style="list-style-type: none"> • \$30-\$40 fine • 30-40 hours • Letter of apology • Warning letter from Dean of Student Services • Level II includes the above plus abusive or threatening behavior accompanied by other issues giving rise to a higher level of sanction <ul style="list-style-type: none"> • \$40-\$50 fine • 40-50 hours • Letter of apology • Revocation of housing contract
Loud music	\$60 per incident or \$60 per hour, whichever is greater

NOTE. Prior violations: An additional \$10 and 10 hours of community service (or equivalent) will be assessed for each prior judicial violation incident.

Organizational Conduct

While the Student Life Committee formulates and sets University policy for all student organizations, the primary authority for the supervision and administration of organizational conduct resides in the Division of Student Life.

Individuals who join together as a student organization to share common interests and purposes also collectively share a common responsibility to themselves, their group, and the University. They must ensure that individual members or groups of members reflect favorably upon their community. Group leaders bear a special responsibility for ensuring that constituents recognize and embrace these values in carrying out the group's mission. A group cannot ignore or escape its responsibility for the actions of its members.

A. General Principles of Group Responsibility

Although not all acts of individual group members can or should be attributable to the group, any group or collection of its members acting in concert should be held responsible for its actions. Occasional lapses of individual members or isolated individual failures in restraint should not be chargeable to the group, but evidence of group conduct exists where:

- (1) Members of the group act in concert to violate University standards of conduct.
- (2) A violation arises out of a group-sponsored, financed or endorsed event.
- (3) A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
- (4) The incident occurs on the premises owned or operated by the group.
- (5) A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.
- (6) Members of a group act in concert, or the organization provides the impetus (probable cause) for violation of University rules and regulations.

In determining whether a group may be held collectively responsible for the individual actions of its members, all of the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts grow out of, or are in any way related, to group life.

Every organization has the duty to take all reasonable steps to prevent any infraction of University rules and state laws growing out of or related to the activities of the organization. This duty is applicable not only to members of the organization who are engaging in the activity, but is applicable to every member, including those not engaging in the activity.

Thus, if a number of members are involved in misbehavior growing out of their association or membership in the group, even if no other members are around to prevent the action, the organization will still be held collectively liable for the misbehavior so long as it grows

out of the life of the organization. All members should be aware that their misdeeds may result in the sanctioning of their entire organization and themselves as individuals.

B. Residential Group Responsibility - Additional Principles

Residential groups will be held responsible as a body for failure to meet obligations; they cannot on the one hand be extended autonomy and be supported by the University and on the other hand fail to take responsibility for actions resulting from that freedom.

- (1) The University allows to residential and student groups the opportunity for a great deal of freedom in the organization of their social lives, and in return assumes that these bodies will promote and practice high standards of responsible behavior. It is the responsibility of the officers, or governing bodies, to establish a social environment which will encourage serious study and respect for the privacy of each member, provide social functions consistent with good taste, and administer appropriate and immediate control over those students who do not adhere to these standards.
- (2) Residential groups are not held responsible for the occasional lapses of individual members, but any group which fails to maintain social decorum, incurs damages to property, allows wanton or obscene conduct to go unchecked, gives encouragement or shows indifference to or disregard of University regulations, or consistently indulges in irresponsible or disorderly activity is open to warning, fine, probation, suspension or expulsion.
- (3) Included among the responsibilities that residential groups must accept are the enforcement of all fire laws, rules, and specifications; the proper use of fire fighting and prevention equipment; prevention of damage to or destruction of property, and maintaining the residential buildings to provide at all times a sanitary, clean and safe environment. It is expected that group self-enforcement will be sustained by persuasion, and censure, suspension, fines, and expulsion, when necessary.
- (4) The specific fulfillment of corporate social responsibilities in compliance with University rules include:
 - a. Social Decorum
At all social functions, whether involving alcohol or dry beverages in nature, appropriate social decorum must be maintained by the

corporate influence of the residential group and its officers.

b. Moral Decorum

Immoral or obscene behavior is unacceptable to the University.

c. Privacy

Each residential group is responsible for the maintenance of an atmosphere suitable for study, privacy, and rest, according to the rules of the residential buildings.

d. Alcoholic Beverages

A residential group is held responsible for any corporate activity which encourages its members or guests to drink alcohol immoderately, which results in any injury to persons or damage to property, or violates University rules and regulations, or is in violation of the law. Isolated individual failures in restraint are not chargeable to the group. However, any residential group is liable to disciplinary measures if it fails to show active concern for those who are unable to drink without injury to themselves or others, or offense to society.

e. Group Housing

The University's Statement of Mission and Purpose defines Wake Forest College as a residential campus with a distinctive nature which is conducive to learning and interaction. Because the University has an obligation to preserve its distinctive residential character while assuring the general safety and well-being of student residential groups, all residential organizations shall reside in University or University-approved student housing, and shall be subject to all rules and regulations governing residential life and housing. Residential organizations shall be defined as a set of students who reside together and are members of a group (recognized or not) which has some organized structure, ongoing existence and central purpose.

f. Lounge Space

The University provides lounge space for use by recognized groups on a short-term or long-term basis according to policies established by the Student Life Committee. The use of off-campus facilities for social purposes on an ongoing basis shall be subject to approval by the

University and in conformity with University rules for such kind of activities.

g. Reporting

It is a corporate responsibility to promptly report to the appropriate University authority any serious illness or injury, whatever the cause, which may affect the health, safety, and welfare of the residents.

C. Group Disciplinary Procedures

The dean of student services has the responsibility of charging and hearing all cases of group violations. The dean has the prerogative to utilize an investigator and/or the Group Advisory Panel in reviewing and acting upon cases involving organizational conduct. Before a hearing, the dean shall notify the chair of the Committee on Student Life of any charges against a group, the facts supporting the charge, and the dean's interest in hearing and deciding the case.

The dean or the committee has the authority to institute the sanctions of "warning" and "probation." The dean or the committee also has the power to recommend the sanctions of "suspension" or "loss of recognition" to the faculty and administration for concurrence. Copies of the complete text of the University position on organizational conduct are available in the student life office.

Rape and Sexual Assault

Wake Forest University is committed to preserving an atmosphere of mutual respect in which students are expected to act in a manner beyond reproach in their academic and social lives.

As rape, acquaintance rape, and other forms of sexual harassment are violations of an individual's rights, it is the responsibility of each individual in the University community to be sensitive to and educated about the legal, social, and University codes regarding behavior in these areas.

Rape is defined as (1) forced sexual intercourse against the will of another person; or (2) sexual intercourse with a person who is mentally defective, mentally incapacitated, or physically helpless. "Force" can be implicit through use of threatening words, gestures, or tone of voice, or explicit through actions, physical restraints, or force. *Acquaintance rape* is forced intercourse by someone the person knows. *Sexual assault* is defined as any incident of forcing another person to perform a sexual act against his/her will. Rape and sexual assault include instances of sexual activity with a person under the influence of drugs or alcohol who may be found legally incompetent to give consent.

Any member of the Wake Forest community who believes he/she has been raped or sexually assaulted is encouraged to contact Student Health Service, University Security, University Counseling Center, and/or one of the student victim advocates who are a part of PREPAR (the policy group on rape, education, prevention, and readiness).

Whether or not the victim chooses to pursue action through the campus judicial process or the civil courts, the handling of the reporting will be at the discretion and pace of that individual. The University is committed to dealing expeditiously and vigorously with instances of rape and sexual assault and to protecting the anonymity and confidentiality of the victim in this community.

Sexual Harassment

The University seeks to maintain a learning and work environment free from sexual harassment. Sexual harassment is a barrier to the educational, scholarly, and research purposes of the University.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as contact or verbal comments or suggestions, which adversely affects the working or learning environment of an individual. As a serious violation of University rules and regulations, sexual harassment by a faculty member is grounds for disciplinary action. Any sexual relationship with a student, whether or not consensual, will be regarded as a violation of this policy.

Any member of the Wake Forest community who believes that he or she has been sexually harassed is encouraged to bring the matter to the attention of an appropriate officer of the University. Problems, questions, and grievances can be brought to and discussed with anyone in a supervisory position. Some administrators, who may be especially helpful in advising and aiding a person's own efforts to resolve a problem, are the dean of the school involved, the dean of student services, the associate provost, or the equal opportunity officer.

Copies of the complete texts of the University positions in these areas are available in the offices of the dean of student services, the University Counseling Center, and through the PREPAR Task Force.

Student Self-Endangerment Policy

Students who, in the judgment of the dean of student services and with the concurrence of the vice president for student life and instructional resources, have endangered their lives or seriously endangered their health are subject to immediate suspension from the University.

Copies of the complete text are available in the student life office.

Involuntary Withdrawal Policy

The University may require a student to withdraw from the University for reasons of physical or psychological health in which the student's continued matriculation poses a significant threat or danger to himself/herself or to another. The standards and procedures to be followed are on file in the offices of the vice president for student life and instructional resources and the dean of student services.

Family Educational Rights and Privacy Act

Each year, Wake Forest is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment). Parents and students have a right to be notified and informed. As provided by the Buckley Amendment, you are notified of the following:

1. *Right to Inspect and Review Education Records:* You have the right to review and inspect substantially all of your education records maintained by Wake Forest.
2. *Right to Prevent Disclosures:* You have the right to prevent disclosure of education records to third parties with certain limited exceptions. Wake Forest may disclose information contained in your education records when a student has given prior written consent or where a student does not object to disclosure of directory information. Furthermore, under the law, the University has the right to inform parents of dependent students and certain other qualified individuals of the contents of education records.
3. *Right to Request Amendment of Education Records:* You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.
4. *Right to Complain:* You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202, if you believe that Wake Forest has failed to comply with FERPA.

5. *Right to Obtain Policy*: You have the right to obtain a copy of the written institutional policy adopted by Wake Forest in compliance with the Buckley Amendment. Copies are available in the Office of the Dean of the College.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) date of attendance, (9) degrees and awards received, (10) the most recent previous educational agency or institution attended by the student, and (11) other similar information such as a photograph.

Directory information may be disclosed by Wake Forest for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with this institution at the Office of the Dean of the College on or before September 1 of the current academic semester. Forms are available at that office.

If a refusal is not filed, Wake Forest assumes that neither a parent of a student or eligible student objects to the release of the directory information designated.

Fire Alarm System

Giving false fire alarms or tampering with fire alarm equipment is an offense under North Carolina criminal law.

The campus fire alarm system is critical to the protection of the lives and property of students.

"It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, or to break the glass key protector, or to pull the side, arm or lever of any station or signal box of any fire, or, willfully misuse or damage a portable fire extinguisher, or in any way to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire detection, smoke detection, or fire extinguishing system.

"Any person violating any of the provisions of this section shall be guilty of a misdemeanor *punishable by a fine not to exceed five hundred dollars (\$500), imprisonment for not more than six months, or both.*"

This is also punishable under Wake Forest University Policy. The minimum mandatory penalty under the University judicial system is the *immediate cancellation of the student's housing contract, without refund of fees paid.*

Reward for information concerning misuses of fire safety equipment. Students who observe anyone tampering with fire safety equipment, or can provide information leading to their identification and conviction, should contact Wake Forest University Security at 759-5591. All reports are confidential and callers will remain anonymous.

Fire drill. Any student who does not leave the residence hall during a fire drill will be subject to a maximum penalty of \$40 or mandatory participation in a work program, imposed by the Campus Judicial System.

Fire Evacuation Procedures

BABCOCK - BOSTWICK - JOHNSON - LUTER - PALMER/PICCOLO - SOUTH

1. Activate the fire alarm.
2. Call the University switchboard, dial 0 or 5911
Report your name.
Report name of building, location of fire (wing, floor, room), nature of fire (laundry equipment, mattress).
Stay on the line for questions.
The operator will contact University security and the Winston-Salem fire department.
3. Close all doors leading to the area (do not lock them).
4. Meet the students from your area as arranged in advance.
5. Wait for further instructions from your hall director or resident adviser.

DAVIS - EFIRD - HUFFMAN - KITCHIN - POTEAT - TAYLOR

1. Activate the alarm system.*
2. Isolate the fire by closing doors.
3. Go yourself or send someone reliable to meet the fire fighters and direct them to the scene.

* The switchboard automatically receives a signal and calls the fire department and University security when an alarm is turned in from these residence halls.

4. Meet the students from your area as arranged in advance.
5. Wait for further instructions from your hall director or resident adviser.

FINE ARTS HOUSE - FRENCH HOUSE - GERMAN HOUSE - HENNING HOUSES - ITALIAN HOUSE - NIA HOUSE - OWEN HOUSES - RUSSIAN HOUSE - STUDENT APARTMENTS - STUDENT DRIVE HOUSES - TOWNHOUSES - WAKE RADIO HOUSE - 1115 POLO HOUSE - 1125 POLO HOUSE

1. Sound the evacuation signal and direct everyone out of the building.
2. Call 911. Tell them you are reporting a fire. Report your name, location, nature of fire. Stay on the line for questions.
3. Call the University switchboard, dial 0 or 5911. Give the same message for University Security information if time permits.
4. Try to isolate the fire by closing doors and windows.

Evacuation Procedures for Individual Students

1. Wear shoes and robe or raincoat and carry a towel.
2. Close all windows and raise shades.
3. Turn off lights.
4. Close door.
5. Walk quietly and orderly to the preassigned exit or alternate exit, if necessary.
6. Go to the predetermined location away from the building and wait for instructions.

At no time should any resident risk his/her own safety by attempting to extinguish a fire or to return to a burning building.

Fire Drills

Fire drills will be conducted a minimum of once per semester.

Consequences of tampering with fire safety equipment:

1. People and property are unnecessarily placed in a dangerous situations.
2. Persons found to be involved will be prosecuted to the full extent of the law.
3. Disciplinary action at the University level will be initiated, possibly resulting in termination of student status.

4. Tampering with fire alarms or fire equipment is prohibited. The minimum mandatory penalty is the immediate cancellation of the student's housing contract. This policy was endorsed by the Student Government Association.

Fire Lanes, No Parking

Be aware of all locations on campus that have been designated as fire lanes. No parking will be allowed in the fire lanes or next to a fire hydrant. These lanes are painted red and enforced 24 hours daily, year round, whether or not school is in session.

A person who violates the fire regulation and receives a written citation from an authorized officer, or to whose motor vehicle a written citation has been affixed, will be held responsible for payment of the \$20 fine, plus towing charge. No appeal will be allowed for a citation issued for parking next to a fire hydrant or obstructing a fire truck lane.

Fires on campus endanger students, faculty members and other employees, causing death, burns, and other injuries. Fires destroy valuable property and expensive equipment. Fires interfere with the work and studies of countless men and women.

Take precautions to protect yourself and others, obey fire regulations. Please cooperate with campus authorities and fire prevention efforts. Remember, a fire plan is useless if the fire truck or emergency personnel cannot get to the location due to the fire lane being blocked by a vehicle. These precautions could save your life and the lives of others.

Identification/Meal Cards

Students are required to carry—and upon the request of authorized University personnel, including residence hall and library staff members, to exhibit—their University identification (ID) cards. These cards are used for admission to athletic events and to the Secret Artists Series, as well as for purposes of identification. ID cards are not to be used by anyone other than the persons to whom they are issued. Students who falsify information on their ID cards are subject to disciplinary action. During orientation all new students are photographed for identification cards. The ID card is permanent, it is the property of the University, and is issued for use during enrollment at Wake Forest. When students withdraw or graduate, they must turn in their ID cards to the controller. If a card is lost, a charge of \$10 will be made for a replacement. Replacements are handled by the student life office in the Benson Center.

Alcoholic Beverages

Students are subject to all state and local regulations concerning the use of alcoholic beverages. Public intoxication, consumption, or display of liquors, wines, or beers in residence halls or elsewhere on campus is prohibited. Furthermore, unbecoming behavior or any conduct violation committed by a student under the influence of alcohol will be dealt with severely.

The North Carolina law concerning the purchase and possession of alcoholic beverages was changed, effective September 1, 1986. The minimum age for the possession of any alcoholic beverage is twenty-one. The other provisions of the law are:

- (1) It is unlawful for a person under twenty-one to purchase, to attempt to purchase, or to possess any alcoholic beverage.
- (2) If a person, who is under the lawful age to purchase, aids or abets another in violation of (1), it is a misdemeanor punishable by a fine of up to \$500 or imprisonment for not more than six months.
- (3) If a person, who is over the lawful age to purchase, aids or abets another in violation of (1), that person is guilty of a misdemeanor punishable by a fine of up to \$2,000 or imprisonment for not more than two years.
- (4) It is unlawful to use identification fraudulently or to allow another person to use one's own identification fraudulently to obtain alcoholic beverages illegally.

Persons of legal age may consume alcoholic beverages in the following locations: residence hall rooms, University apartments, leased lounges (members and guests only), suite/hallway lounges (residents and guests only), and satellite and theme houses (residents and guests only). At no time may the number of people in a leased lounge, suite/hallway lounge or satellite and theme house exceed the maximum number permitted by fire code regulations. In addition, persons of legal age may consume alcohol on leased patio areas after 5 p.m. on weekdays and after 12 noon on Saturday and Sunday. The consumption of fortified wines, distilled liquors, and liqueurs having an alcohol content of more than 18% by volume is permitted only in private residence hall rooms by persons of legal age.

Individuals consuming alcoholic beverages at a registered social function have additional rights and responsibilities as stated in the University alcohol policy. Copies of the full policy are available in the student life office.

Alcohol, liquors, wines, or beer may not be consumed or displayed in classroom buildings, Benson Center, Reynolda Hall, the library, the gymnasium, Wait Chapel, Wingate Hall, areas outside buildings—including lawns, courtyards, and balconies—grounds and buildings of Reynolda Gardens, all residence hall formal parlors, common lounges, sun decks and patios. Wine or beer may be consumed by persons of legal age at registered social functions in leased lounges and other designated areas, with the approval of and under the guidelines set by the dean of student services or his designate. The sale of alcoholic beverages on campus is prohibited except for sales by ARA Service or pursuant to a special one-time ABC permit as obtained through the Office of Student Life.

Individuals who violate University regulations or state law will be dealt with in the following manner:

- A. A report will be filed with the dean of student services.
- B. An administrative hearing with the dean of student services or his designate.
- C. The individual may be required to attend an alcohol education session.
- D. The recommended range of penalties is:
 1. monetary fine
 2. community service
 3. social probation, terms to be established by the dean of student services (e.g., not permitted to pledge to a fraternity or society/sorority for one semester, not permitted to hold a student leadership position)
 4. loss of right to register an automobile
 5. lower housing priority
 6. loss of housing
 7. mandatory referral
 8. a combination of the above
 9. suspension
- E. Students who use false identification to represent themselves will be referred to the Judicial Conference.
- F. No sanctions will be imposed simply for seeking medical assistance for intoxication, drug overdose, or related injuries at the Student Health Service.

Group Responsibility

Organizations that sponsor parties have the responsibility to inform their members and guests of the state law and University regulations concerning alcohol in both non-party and party situations. A party is defined as a planned function which has guests, refreshments, and entertainment. Social functions with alcohol are prohibited during final examinations, beginning 48 hours before the examination period begins.

Organizations conducting a formal recruitment period (commonly referred to as "rush") shall not permit alcoholic beverages to be present at any social function during that recruitment period. Social functions sponsored by students or student organizations may be advertised if the advertisement makes no reference, either explicitly or implicitly, that alcoholic beverages will be served. Themes of registered social functions (including publicity materials) should not be sexually, racially, religiously, or ethnically offensive.

Organizations or groups sponsoring parties must uphold both University regulations and North Carolina laws concerning the use of alcohol. The following guidelines must be observed.

I. All campus social functions are private events and attendance is limited to members of the Wake Forest community and invited guests, unless made more restrictive by the sponsoring organization(s).

II. All social functions with alcohol present must be registered with the student life office three working days in advance or otherwise approved by the dean of student services. All organizational sponsored social functions *where alcohol is not present* are to be registered with the hall director or the director of student development (for non-residential functions) two working days in advance of the function.

III. Sponsors must have two members of the organization at the primary entrance of the party verifying the ages of those who enter, as well as one member at each other entrance. Everyone must enter initially from the primary entrance. The door verifiers may not be under the influence of alcohol or consume alcoholic beverages while on duty. A University ID and driver's license or passport are acceptable forms of verification.

If a party is co-sponsored by two organizations, each organization is responsible for having a member at the main entrance checking IDs and a member at all other exits. Should a violation occur, sanctions will be implemented upon both organizations according to whether or not it is the organization's first, second, or third violation.

A. Anyone attending a function must obey verification procedures approved by the dean of student services or his designate.

B. Each sponsoring group is responsible for verifying the legal drinking age of those attending even though they may have already been checked at another party.

C. Upon entering a party, an individual must present a driver's license or passport at the door, must sign the guest log, and, upon request, must submit a Wake Forest ID. Wake Forest students may attend registered social functions only as a registered guest of a member of the host organization. People outside the Wake Forest community will be allowed to enter the party only when accompanied by a Wake Forest community member.

D. In the instance where alcohol is provided by the sponsoring organization(s), a uniform, identifiable cup and wristband will be issued at the party entrance to each person who is twenty-one (21) years of age or older. The wristband is to be affixed to the person's wrist at the party entrance. Only those individuals displaying the cup and designated wristband are to be served alcohol and are allowed to consume alcohol. No BYOB containers or oversized cups are permitted at the social function.

E. In the instance where a party is considered to be "bring your own" (BYO), a wristband will be issued at the party entrance to each person who is twenty-one (21) years of age or older. The wristband is to be affixed to the person's wrist at the party entrance. Only those individuals displaying the designated wristband will be able to enter the party with alcohol and only those individuals displaying the designated wristband will be able to consume alcohol.

F. Each person who is under age or who has not presented an acceptable ID for age verification must sign a log book as they enter the party and must refrain from drinking.

G. Age verification procedures must be approved on the registration form. Any exception to the verification procedure must be approved in advance on the registration form by the dean of student services or his designate.

IV. At no time during a party shall the number of people exceed the fire code occupancy limit. At such time that the party has reached its maximum capacity, the door shall be closed by the designated party hosts.

As people leave the party, that same number shall be allowed to enter the party.

V. Sponsoring organizations must have two members serving as party hosts, one of which must be a junior or senior. The hosts are responsible for the management of the party and must be present for its duration. Their names and their duty hours must be indicated on the party registration form. They must report to the compliance adviser on duty in the student life office before the party begins and they may not be under the influence of alcohol or consume alcohol during the party.

VI. Sponsoring organizations are required to post at least two signs stating the law.

A. The signs will be provided by the student life office.

B. One sign will be posted at the entrance and one will be posted at the serving area. They must be easily seen.

C. The signs must include a statement that it is illegal to serve those under the legal drinking age.

VII. The sponsoring group must also supply nonalcoholic beverages and food which are attractively displayed.

A. The nonalcoholic beverages must be premixed, easily accessible, easily seen, and, together with food, available in sufficient quantities as long as alcoholic beverages are available.

B. All alcoholic beverages at a party are the responsibility of the group. Individuals may not bring alcohol to those functions for which the host organization is providing alcohol. If the organization is not serving alcoholic beverages, it is still responsible for the consumption and distribution of any alcoholic beverage.

VIII. Groups providing alcoholic beverages have the responsibility for serving them. Only those of legal drinking age who are members of the organization may act as servers. The group is responsible for insuring that servers check for wristbands and that only those of legal drinking age are served.

IX. Social functions, with or without alcohol, to which non-University off-campus groups have been invited are to be registered in the office of student life at least five working days prior to the event. The dean of student services may determine that a sponsoring organization will be required to hire security personnel to assist in supervising a registered social function.

X. Social functions or thematic parties which utilize combustible materials or which alter the environment must receive prior approval from the dean of student services or his designate and comply with safety and cleanup guidelines for such event.

XI. The dean of student services or his designate reserves the right to determine the amount of beer and wine served at any undergraduate social function. Kegs of beer must be registered and are permitted only in leased lounges. Empty kegs must be stored on ground floors and out of public view.

XII. Guidelines for social events where beer and wine are served which are not covered by the preceding regulations are available in the student life office. Authorization for these events is granted on a case-by-case basis by the dean of student services or his designate. Registration requests must be submitted three working days in advance of the event.

XIII. The host organization(s) is (are) responsible for abiding by and enforcing the above policy. The minimum sanctions for violations of the above rules are as follows:

A. FIRST VIOLATION: Loss of social privileges involving alcohol for three (3) school weeks.

B. SECOND VIOLATION: Loss of social privileges involving alcohol for six (6) school weeks.

C. THIRD VIOLATION: Loss of social privileges involving alcohol for ten (10) school weeks.

D. Accumulation of violations will be per school year. The judicial officer/body hearing a specific case may choose to recommend more stringent sanctions if conditions warrant such action. Sanctions may be carried over into the following academic year. For example, should an organization lose social privileges for four weeks and there are only two weeks left in the school year, the organization will continue loss of social privileges for the first two weeks of the following school year. At that time, that organization's slate will be wiped clean. If an organization is not under any restrictions of the alcohol policy at the end of a school year, its slate is clean at the beginning of the following school year.

The president of each organization will sign a statement for the student life office saying that he/she has thoroughly explained the Wake Forest University Alcohol Policy to the members of his/her organization.

Organizations holding social functions off campus at which alcohol is available must abide by all laws and be aware that their organization represents Wake Forest

University. The organization may be held accountable for its actions through the University judicial process.

Substance Abuse Policy and Program

The University recognizes the potential harmful effect that substance abuse can have on the lives of individual members within the Wake Forest community. To that end, the University has adopted a Substance Abuse Policy and Program which addresses the issues of identification, confidentiality, education and treatment and penalties for violation of the policy. The status of any student will not be jeopardized for conscientiously seeking early assistance in the recovery from substance abuse impairment. Students who are identified as possibly having a problem and who are referred to the health educator for assessment may be required to participate in an education and treatment program. To the extent possible, complete confidentiality will be maintained with students seeking assistance and treatment.

A. Standards of Conduct

Wake Forest University is unequivocally opposed to alcohol and substance abuse and the unlawful possession, use or distribution of drugs by students on the University's property or as any part of the University's activities. Any illegal possession, distribution, and use of alcohol and/or controlled substances are prohibited by the University.

B. State and Federal Sanctions

The local, state, and federal laws provide specific penalties for drug and narcotics offenses. Article 5 of Chapter 90 of the North Carolina General Statutes makes it unlawful for any person to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver those drugs designated collectively as "controlled substances." The punishment includes a term of imprisonment as well as a substantial fine.

The federal law makes it unlawful for any person to manufacture, distribute, create, dispense or to possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this Act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

The penalties for violations of alcoholic beverage regulations are found in Chapter 188 of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

C. Health Risks

Wake Forest University recognizes that the state of an individual's overall health affects academic performance, job performance, and all facets of a student's life. Alcohol and substance abuse rank as one of the major health and economic problems in this society. The use of the stimulants—cocaine, crack and ice—include such health risks as central nervous system dysfunctions, convulsions, hypertension, heart irregularities, nasal destruction, and a potential for sudden death. A longer lasting paranoia and unpredictable violent behavior have been associated with the use of ice. Apathy, decreased visual perception, impaired psychomotor skills, and memory loss may be associated with the use of marijuana.

Alcohol is a sedative affecting the central nervous system. In addition to intestinal disorders and liver disease, the abuse of alcohol may lead to unpredictable behavior, the impairment of judgment, dangerous mob activities such as drinking games, and unwanted sexual behavior (acquaintance rape). The misuse of alcohol has given rise to unwanted pregnancies and a greatly increased number of sexually-transmitted diseases.

D. Treatment and Rehabilitation Programs

The Substance Abuse Program, revised in March of 1989, provides a protocol for counseling and treatment of a student identified as having a substance abuse problem. Consultation with a substance abuse counselor may be required following the report of an incident or the awareness of a problem involving drugs or alcohol abuse. The program sets forth the consequences of violating the treatment and rehabilitation plan. The continued or repeated abuse of substances following initiation into this program will constitute grounds for further disciplinary action by the University.

E. University Sanctions

Disciplinary proceedings against a student will be initiated in accordance with the judicial procedures of the appropriate undergraduate or graduate school. When there is a reasonable basis for believing that the person has violated this policy or North Carolina law pertaining to controlled substances and the alleged conduct is deemed to harm the interests of the University, disciplinary action will be instituted. It should be noted that though an offense may be the subject of legal action by the civil authorities, University officials are free to initiate disciplinary actions that may result in additional penalties.

Penalties

Penalties may range from written warnings with probationary status to expulsions from enrollment. The following minimum penalties will be imposed for the particular offenses described:

Trafficking in Illegal Drugs. The term "trafficking" is used in its generic sense, not in its specific application to selling, manufacturing, delivering, transporting, or possessing controlled substances in specified amounts that is the subject of North Carolina General Statute 90-95(h).

For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90 (including, but not limited to, heroin, mes-caline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), a student will be expelled.

For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, NC. General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, pentobarbital, codeine), the minimum penalty is suspension from enrollment or from employment for a period of at least one semester or its equivalent.

Illegal Possession of Drugs. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, N.C. General Statute 90-91, the minimum penalty is probation and revocation of the housing contract for a period of at least one semester or its equivalent.

For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, the minimum penalty is probation and revocation of the housing contract, for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing at his/her own expense, and accept such other conditions and restrictions, including a program of community service, as the vice president for student life and instructional resources deems appropriate. Refusal or failure to abide by the terms of probation will result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.

For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties will be imposed, including expulsion of students.

When a student has been charged by the University with a violation of policies concerning illegal drugs, he

or she may be suspended from enrollment before initiation or completion of regular disciplinary proceedings, where the student's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person will be held as promptly as possible.

The vice president for student life and instructional resources will submit to the president of the University a report on campus activities related to illegal drugs for the preceding year. The president will forward this report to the Board of Trustees. The reports will include, as a minimum, the following: (1) a listing of the major education activities conducted during the year; (2) a report on any illegal drug-related incidents, including any sanctions imposed; (3) an assessment by the president of the effectiveness of the campus program and sanctions and; (4) any proposed changes in the policy on illegal drugs.

Amplified Music

Amplified bands and juke boxes are restricted from performing or being played after midnight Sunday through Thursday, or after 1:00 a.m. on Friday and Saturday nights. Amplification systems, including stereos and radios, may not at any time be played loudly, be placed in residence hall windows, or be used with the intention of entertaining persons outside the resident's or organization's room.

Violators will be fined \$60 for each incident or \$60 per hour or fraction thereof, whichever is greater.

Sales and Solicitations

All on-campus sales and solicitations must be operated or sponsored by a University-recognized student organization and must receive the proper authorization. Sales and solicitations in the residence halls must be approved by the director of residence life and housing. Sales and solicitations in the Benson Center must be approved by the director of the Benson Center. Sales and solicitations in other public and common areas on campus must be approved by the director of student development.

Campus Posting

In an effort to effectively convey information of importance to the University community, and at the same time to keep the campus free from litter, the following guidelines have been established for the posting of notices and printed materials.

I. All public notices or publicity material posted on campus property must be sponsored by a recognized student organization or University department or otherwise be approved by the dean of student services or his designate in advance.

II. Items may be placed on bulletin boards and on stone, brick, concrete and natural wood surfaces.

III. Items may be hung *only* with masking tape, "Scotch" tape or thumb tacks, and staples (bulletin boards only).

IV. Items should be run-proof, especially when posted in outdoor areas. Damages resulting from stains caused by inks or paints which run will be billed to the posting individual or organization.

V. Persons responsible for posting items must remove them when the material becomes out of date. All materials used to secure the posted item should be carefully removed.

VI. Items improperly placed or which become unreadable will be removed by University staff.

VII. *Restrictions:*

A. No items may be posted on trees, sidewalks, iron railings, lamp posts or any other *painted surfaces*; for in removing the tape, the paint often comes off, leaving an unsightly place.

B. No items may be posted on glass doors or windows so as to obstruct or limit vision.

C. Materials should not be placed in or on Wait Chapel or inside the library, as well as on the outside entrances to Reynolda Hall, Tribble Hall, and the Benson Center.

D. Additional guidelines apply for posting materials in the Benson Center and in the residence halls and are available at their respective offices.

VIII. Advertising which promotes the use and/or sale of alcohol is prohibited.

IX. Damage due to improper placement will be treated as violations of University regulations, and will be dealt with by appropriate University officials.

X. Repeated violations of these guidelines will be referred to the dean of students for disciplinary action.

Hazing

Hazing in any form by any organization is strictly forbidden by the University and prohibited by state law.

Hazing is defined as any planned or created situation, on or off campus, that is demeaning to an individual; produces mental, emotional, or physical duress, harassment, or ridicule; or which threatens or endangers the health, safety, and well-being of any person. Activities and situations considered hazing include paddling in any form; creation of excessive fatigue; morally degrading or humiliating games and activities; late-work sessions which interfere with studying; and any other activity which is inconsistent with the policies and regulations of Wake Forest University. Pledging activities must not interfere with any pledge's class attendance and class preparation. Any fraternity, society, sorority, or other student organization found guilty of hazing will be subject to serious disciplinary action. Questions about what constitutes hazing should be addressed to the dean of student services.

Visitation

Visitation is approved for the following hours:

Monday-Thursday — 10:00 a.m. to 2:00 a.m.

Friday, 10:00 a.m. to Monday, 2:00 a.m.

I. General Conditions

A. Students are not permitted in rooms, suites, or halls designated for members of the opposite sex except during approved visitation hours. During approved visitation hours, the rights of a resident to study or sleep outweighs the right of a roommate to have visitors and/or to socialize in the room with the visitor.

B. There will be no visitation restrictions placed on students residing in satellite University housing. This includes student apartments, townhouses, theme housing (i.e., language houses), and houses located on Henning, Owen, and Student Drives.

C. In accordance with University regulations regarding social functions, all social events will end at 1:30 a.m., and all guests will be required to vacate the contracted lounge or party location. The visitation hour approval does not apply to parties in contracted lounges.

D. Cohabitation with non-roommates is not allowed under the University visitation policy, (cohabitation is defined as guests sleeping/staying in the room over an extended period of time which infringes on the rights and privacy of residents in the living area) and applies to all University housing, including satellite housing.

II. Establishing Policy

- A. All residents will be able to establish more restrictive visitation hours for their individual hall or suite. Should they desire to do so, they should contact their resident adviser. Then, at the beginning of each semester, all the residents will determine their individual hall or suite visitation hours facilitated by their resident adviser within the bounds of the hours stated above.
- B. Hall and suite hours will be determined through a secret ballot vote by the residents of that hall/suite. Visitation hours will be decided upon following agreement by a majority of the hall/suite residents.
- C. Posting of visitation hours will be the responsibility of the House Council of each residence hall. The schedule of hall policies will be posted (1) at the reception desk, (2) at lobby phones, and (3) on the doors on stair landings.

III. Enforcement

- A. It will be required of each individual resident to assume responsibility for his/her own actions.
- B. It is the responsibility of each resident to confront and communicate with other residents of that hall that are failing to assume their own individual responsibility. The resident adviser should be called upon when an individual continues to fail to assume responsibility.
- C. A visitation policy violation occurs with the presence of two members of the opposite sex in a residence hall room, suite, or restricted area between the hours of 2:00 a.m. and 10:00 a.m., Monday morning through Friday morning.
- D. There shall be four levels of penalties for violating visitation regulations. Violations will be dealt with as a University housing contract violation. A first offense may result in penalty level one. Thereafter, each additional violation of the visitation regulations may result in the student being assigned the penalty specified for the next highest level. It should be noted that these are minimum penalties. Any violation of other University rules and regulations committed during a violation of the visitation regulations shall be dealt with in the proper manner. Responsibility is shared by men and women who are found party to a violation of this policy, regardless of where the violation occurs.

Penalty Level

Penalty

- | | |
|-------|---|
| One | A written warning from the residence life and housing office shall be entered on the student's record. |
| Two | A fine of \$15 will be charged to the individual(s) who have committed the violation. |
| Three | A fine of \$20 will be charged to the individual(s) who have committed the violation and loss of one housing point. |
| Four | Immediate loss of University housing. Students must vacate their residence hall within twenty-four hours of notification. |

All incidents involving additional violations will result in the usual incident report and sent through the judicial system. Seniors and off-campus students may be assigned more appropriate sanctions for levels three and four. Note: All fine monies will be given to the Resident Student Association to be appropriated for House Council activities.

IV. Privacy/Security Hours

- A. The purpose of privacy hours is to insure that the privacy, security, and rights of individual residents are protected. They are enacted to insure that individuals will act with respect and responsibility toward other residents who reside within their building.
- B. Privacy hours are in effect Monday through Friday from midnight to 10:00 a.m. and on Saturday and Sunday mornings from 2:00 a.m. to 10:00 a.m.
- C. A privacy hours violation is defined as: (1) noise or other activities which are excessively loud and bothersome to other people (2) an individual who is not invited or does not have a resident host.
- D. It is the right and responsibility of residents to confront a situation and/or an individual who is in violation of one's privacy. If an individual can rectify the situation/problem without the assistance of a resident adviser, then no penalty will be imposed. The resident adviser will be available when called upon or needed. As students, resident advisers may also confront and deal with situations which are bothersome to them.
- E. The privacy hours policy always takes precedence over the visitation policy. Thus if guests disturb the privacy/security rights of residents, then they will be required to leave the residential area.

F. There shall be four levels of penalties for violation of privacy hours. Violations will be dealt with as a University housing contract violation. A first offense may result in penalty level one. Thereafter, each additional violation of privacy hours may result in the student being assigned the penalty specified for the next highest level. Students may receive more than one penalty for the same violation if the first penalty fails to rectify the situation. It should be noted that these are minimum penalties. Any violation of other University rules and regulations committed during a violation of the privacy hours shall be dealt with in the proper manner.

This penalty schedule specifically affects incidents involving a number of individuals who have created a disturbance inside a room, or in a suite or hallway.

Penalty Level	Penalty
One	A written warning from the residence life and housing office shall be entered on the student's record.
Two	A fine of \$10 per resident of the room, suite, or hall in which the incident or disturbance has occurred. Also, there will be a meeting with the hall director of the residence hall where the incident occurred.
Three	A fine of \$15 per resident of the room, suite, or hall where the incident or disturbance has occurred. Also, there will be a meeting with one of the assistant directors for residence life and housing..
Four	In cases of extremely serious violations, loss of housing priority or University housing may occur.

G. When an incident occurs in a room, suite, or hall, it is the responsibility of the individuals who reside therein. When a violation occurs, the penalty will be assigned to those residents. Resident advisers will not be responsible for the identification of any other individuals present in the case of "privacy hours" violation. The duty of the resident adviser, in the event one is required to control the disturbance, shall be only to identify the names of the residents of the room, suite, or hall so that they may be warned or fined. It is the responsibility of those residents who reside therein to act accordingly when confronted, as well as to deal with others who were responsible for the violation.

H. All residents of a room, suite, or hall in which a disturbance occurs will be held responsible. Thus, it becomes the responsibility of roommates, suite-mates, and hallmates to assist in the control of resident and guest behavior.

I. All roommate and other resident relationship problems will be responded to by the residence life and housing staff.

V. Security

A. A resident adviser in each building will be on call for problems, services and emergencies beginning daily at 6 p.m. One hall director will be on emergency call duty for the entire campus beginning at 5 p.m. each work day and continuing a 24-hour on call duty throughout weekends. Students may reach the hall directors on call by contacting University security (759-5911).

B. The front desk of each building will be staffed by a resident adviser during a two-hour period each night between the hours of 7 p.m. and midnight. (Desk hours will be posted in each residence hall.)

C. The main residence hall entrance door will be locked at midnight. Residence hall entrance doors will be unlocked at 7 a.m. to facilitate the entry and exit of housekeeping staff.

D. Access into those buildings after the time the door is locked will be gained by residents who reside therein via their residential identification card (SFI key card). It is a judicial violation to enter the residence hall using someone else's ID card or to be present without being invited by a specific resident. Students who are not a resident of that hall may enter during approved visitation hours after the doors are locked only by having a person with whom they are acquainted open the door for them. In order to insure privacy and security, that individual who opens the door will be responsible for all of those whom he/she lets into the building. Phones are located on the outside of the front entrance of each residence hall. Students may use these phones to have someone grant them access.

E. Students in residence halls with card access systems will be issued an "SFI key card" through the Office of Residence Life and Housing. All residents who lose or misplace their residential identification cards must report it to the Office of University Security within 24 hours or during the earliest work day. A new access code will immediately be activated, thus cancelling the lost residential ID card.

University security will issue replacement "SFI key cards," Monday through Friday, between the hours of 9:00 a.m. and 3:00 p.m. A \$15 replacement fee will be charged by residence life and housing.

F. All side doors will be locked to outside entrances and will be alarm-activated. Door propping or activating the alarm is a violation of the University housing contract and may result in loss of housing.

VI. Resident Adviser

A. It is the responsibility of the residents to assume responsibility for their own actions and they will be held accountable when an incident occurs.

B. The role of the resident adviser is not to police the residence halls but rather to be called upon when an incident prompts their attention. Resident advisers, however, are required to tour the building at least three times per night when they are on call.

Computer Usage Policy

This policy is intended to promote the responsible and ethical use of the computing resources of Wake Forest University. In light of the contribution that computers can make to furthering the educational and other objectives of the University, it is in the best interest of the community as a whole that computing resources be used in accordance with practices which ensure that the rights of all users are protected and the goals of the University are achieved.

This policy applies to all computer and computer communication facilities owned, leased, operated, or contracted by the University. This includes word processing equipment, microcomputers, minicomputers, mainframes and associated peripherals and software, regardless of whether used for administration, research, teaching, or other purposes. This policy also extends to any use of University facilities to access computer facilities elsewhere.

It should be noted that system administrators of various on-campus and off-campus computing facilities and those responsible for access to those facilities may promulgate additional regulations to control their use, if not inconsistent with this policy. System administrators are responsible for publicizing any additional regulations concerning the authorized and appropriate use of the equipment for which they are responsible.

Basic Principles

As in all aspects of University life, a user of computing facilities should act honorably and in a manner consistent with ordinary ethical obligations. Cheating, stealing, making false or deceiving statements, plagiarism, vandalism, and harassment are just as wrong when done in the context of computing as they are in all other aspects of University conduct.

Individuals should use only use those computing facilities they have been authorized through ordinary channels to use. They should use these facilities:

- in a manner consistent with the terms under which they were granted access to them;
- in a way that respects the rights and privacy of other users;
- so as not to interfere with or violate the normal, appropriate use of these facilities; and
- in a responsible and efficient manner.

University computing resources are not to be used for commercial purposes or non-university related activities without prior written permission.

Individuals should respect the rights and privacy of other authorized users. Thus they should respect the rights of other users to security of files, confidentiality of data, and the ownership of their own work. Users should refrain from:

- using the computer access privileges of others;
- accessing, copying, or modifying the files of others without their explicit permission;
- illegal copying of software or data; and
- harassing others in any way or interfering with their legitimate use of computing facilities.

Individuals should not attempt to interfere with the normal operation of computing systems or attempt to subvert the restrictions associated with such facilities. They should obey the regulations affecting the use of any computing facility they use.

Elaboration

The purpose of the following list is to aid in interpreting the principles espoused above. This list should in no way be construed as comprehensive. Examples of actions in violation of these principles are:

- copying of licensed or Copyrighted software not permitted by law or by contract;
- sending harassing or libelous electronic mail;

- sending electronic mail fraudulently, for example, by misrepresenting the identity of the sender;
- utilizing a loophole in a computer's operating system or knowledge of a privileged password to damage a computer system or to gain access to a system or resource which one is not authorized to use;
- using university computing facilities for commercial purposes without prior arrangement;
- knowingly allowing another person to use your account privileges for improper purposes;
- turning in someone else's paper or computer program as your own work;
- allowing someone else to turn in your paper or computer program their own work;
- reading someone else's electronic mail without their permission;
- using University facilities to gain unauthorized access to computer facilities off-campus; and
- intentionally using an abnormally large amount of resources, such as processing time or disk space, without prior permission

Disciplinary Actions

Reasonable suspicion of a violation of the principles or practices described in this policy statement may result in disciplinary action. Such action will be taken through appropriate University channels such as administrative procedures, the Honor Council and Judicial Board, the Graduate Council, or other supervisory authority to which the individual is subject. Violation of state or federal statutes may result in civil or criminal proceedings.

Nothing in this statement diminishes the authority and responsibility of administrators of computing services to take remedial action in the case of possible abuse of computing privileges. To this end, system administrators, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify computer access privileges, examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system.

Users whose activity is viewed as a threat to the operation of a computing system, who abuse the rights of other users, or who refuse to cease improper behavior may have their use privileges revoked. In the event that access to a system is revoked users will be provided a copy of their files.

University Traffic Regulations

All students (including those in satellite and theme houses) operating a motor vehicle on University property and all students parking a motor vehicle on University property or on city streets near the campus are subject to the Wake Forest University traffic rules and regulations. Students should read these rules and regulations carefully and obey them.

All students bringing a motor vehicle to the campus, including those parking on Wake Forest Road, Wake Forest Drive, Wingate Road, Faculty Drive, Memory Lane, Timberlake Lane, Royall Drive, Aaron Lane, Belle Vista Court, Paschal Drive, and satellite and theme houses, must register that vehicle with the Department of University Security.

A copy of the University traffic rules and regulations is available from the security office, located in the physical facilities building. Students who want additional information about traffic or parking should call the security office at 759-5591. Skating and skateboarding on any Wake Forest thoroughfare are strictly prohibited.

Housing

Housing Assignments

In the mid-spring semester of each year, students who are eligible for and who want to live in residence halls during the following year enter the room assignment process by submitting a housing renewal card by the date publicized by the residence life and housing office. The University guarantees housing for all those admitted as residence hall students.

Students admitted as day students may not participate in the room assignment process each spring. They may, however, sign up for housing for the following year through the Day Student Waiting List. This list is begun on the first Monday in February for housing for the following academic year.

A person does not change their status from day to resident merely by moving on campus. To change status, a student must apply for a change to the Housing Status Appeals Committee. A minimum of a 3.0 Wake Forest GPA, one full year's attendance at Wake Forest, evidence of co-curricular involvement, and evidence of good disciplinary and financial standing are the minimum standards which must be achieved by the student before a change of status will be considered. The avail-

ability of space in campus housing after residential students are housed is the deciding factor in all situations, regardless of a student's eligibility.

Concession students, children of Wake Forest staff and faculty who have been vested by three years' service, who are not accepted as resident students may apply for status change after one year of attendance with a 2.0 GPA and evidence of co-curricular involvement. These students also may live on campus by going through the Day Student Waiting List.

Further information is available at the Office of Residence Life and Housing in Davis 111. A letter of application for status change also may be sent to this office.

Room Selection Process

Housing status is determined at the time of admission by the Office of Admissions. Undergraduate students who are admitted with residential status are entitled to eight semesters of housing. Day students are not entitled to campus housing, but may request it by application to the Office of Residence Life and Housing. Day students requesting housing are placed on a waiting list in the order of the date of application and offered housing if space is available, after all residential students have received housing assignments.

Eight semesters of housing are guaranteed for residential students who pay their tuition deposit by the published deadline each semester and do not lose housing eligibility due to disciplinary or academic deficiency or due to a move off campus.

First-year students are assigned housing based upon a brief interest inventory that is included in their letter of admission, in the order of the date of the return of the inventory. Assignments are made to enable students to experience the diverse nature of the student body at Wake Forest, without regard to race, color, or religious affiliation. Roommate requests are not considered.

Special consideration in the assignment process is given for documented medical situations where the needs of the student can be met by existing facilities. Medical Appeal forms are available from the Office of Residence Life and Housing and the Student Health Service.

Upperclass students participate in a room selection process each year during the spring term. Priority is determined by the number of semesters a student has lived in campus housing. A lottery system groups students according to their semesters in housing, then assigns a computer-generated, random priority number within that group. Only the fall and spring semesters are used in determining the number of housing semesters. Students participating in overseas and independent

study programs are given a semester of housing credit for each term of coursework in an approved academic program off campus.

Room selection options available to upper class students include:

Homesteading their current room after the freshman year. This allows a student to continue living in the same assigned room through their sophomore, junior, and senior years. Freshmen are not allowed to *homestead* their rooms, as they are located in halls or parts of halls designated for first-year students only. Students requesting this option must draw their room with a roommate, unless the room is designated a single.

Participating in a housing *block*. Groups of students who would like to live together in adjacent rooms or satellite houses may attempt to draw into designated blocks of housing. These blocks include areas set aside for Greek organizations, academic or special topic theme houses, or independent groups of four, six or eight students. Independent *blocks* are given priority in drawing according to the average of all the members of the group. Greek, academic, and special theme groups conduct their own selection/assignment process.

Choosing a room in the open drawing offers students the opportunity to select any available room that has not been chosen during the *homestead* and *block* processes. The sequence of drawing is determined by priority number for single rooms, followed by triples and then doubles. Priority numbers are not averaged during the open draw. The better number of those held by the pair or triple is used to determine selection order.

Upperclass students, not including current freshmen, who are unable to *homestead* their rooms because of a housing pattern change are given preference in a displacement drawing. These students are allowed to select a room before any other student with the same number of semesters in housing. When more than one student with the same number of semesters is displaced, the order of draw is determined by priority number.

The number of rooms available on campus during the spring room selection process usually does not meet the demand for housing, resulting in a group of students who are unable to select a room. These students are put on a guaranteed housing list, and are assigned as space opens during the summer when students who have already drawn cancel their housing. The priority in assignment continues to be determined by priority number.

Students who plan to pursue overseas or independent study programs must inform the international studies office, dean's office, and the residence life and housing office for permission and to arrange their return to campus. A proxy must be appointed if the student plans to be away from campus during the spring term so that a priority number can be drawn for him/her and a room can be chosen during the selection process.

Room changes may be requested during the third week of each semester and at mid-year by completing a Request for Change of Residence Hall Assignment form in the residence life and housing office in 111 Davis. Changes are made if space is available, with priority given to students who are returning from overseas or independent study programs off campus. Students are encouraged to meet with prospective roommates prior to requesting a change to determine if they will be compatible.

Housing During University Recesses

All residence halls will be closed during official University recesses including Thanksgiving (November 25-29, 1992), Christmas (December 16, 1992-January 10, 1993), and spring break (March 5-14, 1993). These periods are not covered by the housing contract. All residence halls close at 5:00 p.m. on the day preceding the break and reopen at noon of the last day of the break. All students should make arrangements for transportation to and from campus and/or alternative housing arrangements with these dates in mind. Limited exceptions may be made for international students who are participating in University-related activities and others in extraordinary circumstances; they must request permission in writing from the director of the residence hall in which they live at least a week in advance of the recess. A final decision on all requests will be made by the director of residence life and housing. Requests submitted after the deadline date will not be honored. A charge may be made if it is deemed necessary to employ staff during these periods.

Altered Estates

A Program of Territoriality

The *Altered Estates* program allows residents to enhance their residence hall living environment. The two primary portions of the policy are a painting and a loft policy. These policies give residents the opportunity to alter individual rooms and selected common areas within the buildings. The actual policy statements and accompanying procedures are very detailed and are not printed here; however, the basic framework of the policies are stated.

Copies of the policies are available in the Office of Residence Life and Housing, 111 Davis. Interested residents should read the policies and procedures carefully before making any renovations.

Loft Policy and Procedures

Residents who decide to build a loft in their room must get **prior** written authorization from the hall director. University furnishings in the rooms cannot be removed to create additional space for the loft. Hence, lofts are limited in size.

The procedures for starting a loft project are as follows:

1. Get a copy of the policy and Loft Construction Workbook from the residence hall office.
2. Review the printed materials, draw a diagram of the loft to be built, and complete the registration form. Submit the form and diagram to the hall director.
3. If the hall director approves the design, the student may begin building the loft within the guidelines of the policy and procedures.
4. The loft is subject to inspection by a University official. See item 12 on page 74.
5. At year's end, the student must arrange for an inspection by the hall director after the loft has been dismantled. The student is responsible for any damage or violations of policy resulting from the loft in his/her room.

Paint Policy and Procedures

Under the *Altered Estates* program, students have the option of painting individual rooms and selected common areas. A variety of colors are available. Just as with loft construction, a resident must receive written approval of the design *before* beginning work.

The following is a brief outline of the paint policy and procedures:

1. The student(s) wishing to undertake the project should get a copy of the policy and procedures from the Office of Residence Life and Housing and review it carefully.
2. A diagram of the proposed project should be developed, incorporating the colors selected from the approved University lists, and submitted to the assistant director of residence life and housing for their area along with a proposed Painting Agreement form. The project may not begin until the assistant director gives his/her approval.

3. While work on the project is in progress, the project site will be inspected several times by the hall director to insure that all guidelines are being followed. If the guidelines are not followed, the hall director may cancel the project, and the student is responsible for paying all costs to bring the room back to its original condition.
4. After the project passes final inspection, the student may not alter it in any way.

Room Condition Reports

A Room Condition Report is completed by each student as a part of the check-in procedure. It serves two purposes: (1) inventory and (2) a record of the room's condition.

The completion of the form at check-in serves as a reminder that each student shares responsibility for the upkeep and maintenance of the residence halls.

Because the RCR is often the basis for determining damage charges, it is very important that it be completed in detail.

Most students are respectful of University property including their assigned room and furnishings. Unfortunately, there are some who are not and their irresponsibility and disrespect for property necessitates the use of the Room Condition Report.



Student Room Key Policy

Each student is issued a room key upon checking into a residence hall at Wake Forest University; he/she is responsible for its proper use and maintenance. It is understood that the key is for his/her use only. If a key is lost, it is the responsibility of the student to inform the residence life and housing staff in his/her building within 24 hours. Procedures for replacement, lost, or broken student room keys are as follows:

Broken Keys: The student should take both halves of the key to the building services office at the Physical Facilities. There is no cost for having a new key cut.

- Lost Keys:**
1. Try to locate the missing key by carefully reviewing all movements prior to discovery of the lost key.
 2. If the key is not found, the door to the room must be recored and a new set of keys cut. The cost is \$35 (\$30 for the lock recore and \$5 for the new key). Students are not charged for the additional key for the roommate(s). The room lock must be recored for legal and security reasons. **NO EXCEPTIONS!**
 3. The student picks up the replacement key at the building services office at the Physical Facilities building. The charge of \$35 is due at this time.
 4. During check-out procedures for residents, a \$25 fee is assessed for improper check-out. If a room key is not returned, the student is billed an additional \$35 fee.

Entrance Door Key Policy

In some buildings, residents are issued a key to front and back doors. This entrance door key is provided as part of additional security for students living in these areas. Just as with an individual room key, students issued a front and/or back door key are responsible for the proper use and maintenance of the key. If it is lost, the lock must be recored immediately. The procedures for recoring the lock(s) are the same as with individual room keys (above). However, the student assumes full responsibility for the costs involved in replacing all locks and keys. (For example, the cost to recore the three front and back doors of the Italian House and to replace the six resident keys is \$35 per core or \$105). Residents are urged to be aware of the responsibility of handling keys such as these with care.

How To Get It Fixed!

Maintenance in Wake Forest Residence Halls

All requests must be submitted through the residence hall office.

Type of Problem:

Report to:

Routine Repairs

clogged shower drain	Your resident adviser (RA)
leaking faucet	or the person on duty in
sticking door or window	the residence hall office.

Emergencies

flooding bathrooms	Your RA, the staff member
electricity off	on duty
dangerous situations	

Damages

broken windows	Your RA or a staff member
ceiling tile broken	at the residence hall office.

Room Inspections

All rooms are inspected four (4) times a year—at opening, once each semester, and at closing. The primary purpose is to assure that the housing facilities are safe, clean, and in good repair.

Billable Damages

Intentional or accidental damage to University property is billable to the occupant of the room involved or, in the case of common areas, to the students living in that area. Damages should be reported by students to the hall staff. The subsequent work orders are processed through the Office of Residence Life and Housing and bills are sent to the students involved. Like any other fee at the University, these bills must be paid before grades are released, clearance is given for graduation, future assignments are made for residence hall space, or enrollment is allowed to continue in subsequent semesters.

2. The procedure for room changes may be initiated after the third week of each semester. A student wishing to change rooms must contact his/her building hall director. The hall director determines the legitimacy of the request. Roommate conflicts will be addressed first by the hall director and/or the RA, rather than avoided by a room change.
3. Following the correct procedure is necessary to insure accurate registration. A \$25 fine is levied for those who do not follow the following procedure:
 - a. Contact the hall director to request a room change. Inform him/her of your reasons. The HD will determine if your request is a legitimate one for a room change.
 - b. Inform the HD of any space you are aware of to which you wish to be assigned. The student is responsible for locating available space. The hall director will confirm any vacancy a student indicates as a choice to be assigned.
 - c. The student and the hall director complete the Change of Assignment form. The student retains a copy of the form to present to the hall director of the new building to which he/she is moving. The HD retains a copy for his/her records and submits the final copy to the Office of Residence Life and Housing.
 - d. The student must complete all necessary check-out and check-in procedures when making a room change. All bills or fines assessed against the original room must be paid before a student is permitted to check into the new assignment.
 - e. Approval of the request will be made by the HD within 48 hours. The student must complete the room change within 24 hours of receipt of the hall director's approval.

Guides for Use of Non-Designated Lease Lounge Space

A number of areas are available in the residence halls for lease by individuals or groups on an event by event basis. Examples include the common lounges in north campus halls, formal parlors and recreation rooms on south campus, and other areas designated by the hall director or House Council. Specific guidelines for the leasing and use of these spaces vary from building to building. Following are some basic guidelines:

1. Individuals who wish to lease lounge space must insure that all persons attending the event comply with University policies.

The sharing of the responsibility for making residence halls a great place to live is appreciated!

Room Change Request Procedures

1. During the first three weeks of each semester, **NO ROOM CHANGES WILL BE PROCESSED**; students must remain in their assigned room. The residence life and housing staff will do audits of students checked into rooms to determine any available vacancies in each residence hall. These audits are used to develop a comprehensive list of vacancies in all halls.

2. The space must be reserved by procedures established by the residence life and housing staff and the House Council of the particular building.
3. A deposit is required for the use of space in the residence halls. In addition, a rental fee may be charged; this fee may not exceed \$25 for one evening.
4. All requests for use of residence hall space must be reviewed by the hall director before approval.
5. Individuals or groups leasing space in the residence halls are responsible for reimbursing the University for all damages or fines levied against the individuals or groups as a result of improper use of the space.
6. An inspection of the space will occur immediately following the lease period.
7. The space must be left in a clean and orderly fashion following use by the individual or group.

The hall director can provide detailed information on leasing available space. The residence life and housing staff and the building's House Council work together to insure the proper use and upkeep of lease space within the hall.

Hall/Suite Lounge Policy

The hall/suite lounges in the residence halls are provided as common areas for students living in suites and rooms adjoining the lounges. A lounge may be used as a social and/or study space by students. The lounge is furnished with sofas, chairs, and tables. Students may enhance the lounge according to the following guidelines in the policy statements:

1. Each resident living in a suite or room adjacent to a lounge reviews and signs a *Lounge Condition Report* (LCR) describing the condition of furniture, carpet, walls, etc. in the lounge. Each resident should carefully review the LCR before signing to insure accurate reflection of the true condition of the lounge.
2. Lounges must be maintained in a clean and orderly fashion by students. Papers, trash, clothing, etc. on the floor and/or furniture are unacceptable. Walls of the suite must be kept free of dirt, ink, food, etc. Housekeeping will perform basic cleaning, vacuuming and dusting, on a weekly basis. However, students living in the suites and rooms adjoining the lounge ultimately will be responsible for maintaining the cleanliness of the lounge.
3. Students are encouraged to enhance the appearance of the lounge by hanging posters, paintings, and other wall decorations *from the molding strips attached to each wall in the lounge*. Students should not nail or tack anything into walls or wood window frames in the lounge.
4. The painting of lounges is allowed under the guidelines of the *Territoriality Policy*. Check with your hall director or the Office of Residence Life and Housing for more information on painting opportunities for the lounge.
5. Lounge furniture *must not* be removed from the lounge at any time; it may not be used in student rooms.
6. The lounge is a common area available for students to use as a social and/or study space. Therefore, the lounge is not an acceptable area for storage of personal property (suitcases, boxes, towel racks, bikes, etc.) or student room furnishings.
7. Students may place TVs, stereos, or acceptable recreation games (bumper pool tables, board games, etc.) in the lounge.
8. The Office of Residence Life and Housing reserves the right to determine the appropriate use of the lounge space. Inappropriate use and/or maintenance of the lounge space may result in fines, billings, or loss of lounge privileges to students in the suites and rooms adjoining the lounge.
9. Since the lounge is a living area within the residence hall, alcoholic beverages are permitted in the lounge for residents of age and guests. Events or parties in the lounge with alcohol present, whether provided or available as a "Bring Your Own" function, are not allowed as specified in the University's *Alcohol Policy*. Kegs *will not* be permitted in lounges at any time.
10. Formal inspections of the lounges will occur twice during the academic year during regular health and safety inspections. The lounge also will be subject to informal inspections from time to time by members of the residence life and housing staff.
11. Students living in the suites and rooms adjoining the lounge are responsible for paying any fines or cleaning and/or damage billings assessed to maintain the lounge in a clean and orderly fashion.
12. The director of residence life and housing reserves the right to adapt this policy for use with Summer Conference and camp groups utilizing lounges.

Screen Policy

Because the University is experiencing significant damage to windows, screens and window frames, caused by the removal of screens from their proper placement in the window, the following policy has been developed:

1. Window screens must be left in the windows and are not to be removed. Windows are not to be used as exits or entrances and personal belongings are not to be hung out the windows. Special permission for the temporary removal of screens may be granted by the *assistant director* or the *hall director*.
2. A \$15 fine is charged for any screen found missing from its window. (This includes screens that are stored in a resident's room.)
3. If a screen is missing, a residence life and housing staff member notifies the student(s) with a written notice. On the first offense, he/she will have 24 hours either to replace the screen with the original or pay a \$25 installation and/or replacement fee. Each subsequent infraction will result in the assessment of a \$15 fine and an additional replacement cost if necessary.
4. Failure to pay the fine and replacement fees or repeated non-compliance will result in disciplinary charges for failure to comply with the directions of a University official and could result in the loss of housing priority.
5. The policy is necessary in order to reduce the expense of window repair, to minimize the risk of injury to students (the screen holds up the top portion of the storm window), and to discourage people from going on roofs. The \$15 fee is in addition to any charge for *repair or replacement of window screens*. Broken storm windows cost \$25 to repair. Missing or damaged screens cost \$25.

It has become commonplace for screens to be removed so students can go in and out of the windows to the quad or on the roof. Screens also have been removed in order to see out better or toss things out. This kind of activity causes several thousand dollars of expense to the University and creates a dangerous situation in terms of potential injury. Students' cooperation in using the established doors and adjusting to looking and talking through screens will be appreciated.

Health and Safety Inspections

Once each semester a formal inspection of resident rooms is conducted in each building. The primary

purpose is to identify health and safety hazards. It is also a time when maintenance needs, currently unreported by residents, can be discovered and corrected.

Soon after midterms each semester, students are notified of a room inspection. Each room is inspected by the respective RA and the hall director or assistant hall director. Should a violation occur, a Checklist Form notice will be completed and left with the residents of the room. They will have 24 hours to correct the problem(s). A re-inspection of the room will occur at the end of the 24-hour period. If the violation has not been corrected, or other violations exist, the residents of the room will be fined or referred to the appropriate judicial process.

Residence Hall Solicitation Policy

Please be aware that all solicitation in the residence halls is absolutely prohibited for any person or group who is not affiliated with an approved campus organization. Those found in violation will be removed from the residence halls and may face judicial and/or legal action. Any person found soliciting after once being removed from a residence hall will be arrested for trespassing. Persons not affiliated with Wake Forest will be arrested immediately.

Persons who are part of or are sponsored by an approved campus organization, may solicit, sell, or distribute materials under the following conditions:

1. The person or groups must request permission in advance, in writing, from the director of residence life and housing. Such requests should include an identification of the participating group and articles to be solicited, sold, or distributed. The request also should identify who will be involved, the inclusive dates, the inclusive times and the purpose for the project.
2. Persons may sell/solicit/distribute only between the hours of 5 p.m. to 11 p.m., Sunday through Thursday.
3. Permission will not be given unless the written request is received in the Office of Residence Life and Housing at least 48 hours in advance of the proposed first day of the activity.
4. Each person who is a participant in the activity must be in possession of a copy of the permission slip from the residence life and housing office and must present the slip upon request to hall staff, security, or other University officials.
5. No disruptive actions, as determined by the residence life and housing staff, may occur during any

such activity. The staff reserves the right to terminate any activity which is determined by them to be disruptive.

Residence Hall Littering Policy

1. Maintenance of the physical condition of the residence hall is the responsibility of the residents. Each resident is personally responsible for maintaining his/her room, hallway, bathroom, and adjacent common areas in a clean condition.
2. Failure to maintain these areas in clean condition (as represented by the presence of litter) can result in a fine of \$60.
3. The housekeeping staff will report incidents of excessive litter and vandalism to the residence life and housing staff as soon as discovered. The staff will immediately inspect reported incidents and assess a fine when appropriate. The fine will be assigned to the entire group of residents when individual violators cannot be identified.
4. The cost of repairs for acts of vandalism will be assigned to the group when individual violators cannot be identified.

Terms and Conditions of Occupancy

- (1) Each student is responsible for knowing and observing the principles and policies governing conduct and procedures stated in this handbook. These statements are the terms and conditions of occupancy for living in Wake Forest residence halls. Students found to be in violation of these regulations may forfeit the privilege of living in University housing.
- (2) The housing contract extends for one academic year. Only full-time undergraduates in the normal, four-year cycle are eligible for housing.
- (3) The University agrees to make rooms available from the day before registration or such time as the student is notified to report to campus, except during recesses of the University, until the designated closing times for the residence halls or until twenty-four hours after the student's final academic examination for the semester or twenty-four hours after termination of student status, whichever comes first.
- (4) If a student fails to occupy the assigned room within forty-eight hours after the first day of registration without giving the director of residence life and housing proper written notice of late arrival, the student's room assignment will be cancelled.
- (5) Each student must occupy his or her room in person and may not sublet it to another person. Students may not change rooms without advance approval from the director of residence life and housing or his designate. Any changes made without permission will result in a \$25 fine per person involved, and could result in judicial action.
- (6) In the event of the loss of a student's room key, the lock will be changed with new keys issued. The cost of the lock change will be borne by the student.
- (7) The University assumes no responsibility for loss or damage to a resident's personal property. Students should consider purchase of insurance or the extension of parents' insurance to cover such losses.
- (8) Students are responsible for completing all registration and checkout procedures relating to the use of residence hall space. A fine of \$25 will be levied for failure to follow checkout procedures.
- (9) The University reserves the right to make room assignments considered to be in the best interest of the institution and the student body. Students who are assigned for the fall semester and who are academically deficient at the end of the spring semester may forfeit their room assignments. Students in this category who attend the summer session and become eligible to continue in the fall will be placed on a waiting list for assignment.
- (10) Students originally admitted with day student status **must** place their names on a waiting list each year in order to be considered for room assignment.
- (11) Currently enrolled students who decide not to live in a residence hall after having been assigned space will be liable for rent for the full academic year and lose their right to the space. Prorated refunds are made to students withdrawing from the residence hall only if the student is graduating or does not enroll for the spring semester. Students who are suspended, lose housing privileges, or withdraw from the University will not receive a refund.
- (12) The University reserves the right to assess fines and collect for damages to individual rooms or to common areas within the residence halls. Whenever possible, the individuals responsible for such damage will be charged, but, when this cannot be determined, the students living in that area may be asked to share the expense. All damages should be reported immediately to the residence life and housing staff.
- (13) The University does not assume responsibility for any suit, action at law, or other claim arising out of injury to the student's person or property while an occupant of a residence hall.

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- (14) The University reserves the right to deny participation in the room application process or to cancel the room contract of any student with past due University accounts.

University Rights

- (1) Residence hall staff and custodial and maintenance personnel may enter assigned rooms at reasonable hours for purposes of inspection, maintenance, or to repair rooms and furnishings, or for reasons of health and safety. **Students should be aware that room inspections will take place at Thanksgiving, Christmas, and spring break as well as pre-announced health and safety inspection periods.**
- (2) Search of residence hall rooms may be made by authorized University officials, including residence hall staff, in emergencies when life or property appear to be in danger or to investigate suspected violations of state or federal law or University policy where reasonable cause has been established.
- (3) The residence life and housing office has the right to levy and collect fines for unauthorized use or alterations of rooms, equipment, or buildings, for special cleaning necessitated by improper care of rooms and equipment, and for noncompliance with registration or checkout procedures. Copies of specific policies which relate to these fines are available in the Office of Residence Life and Housing.
- (4) The director of residence life and housing reserves the right to require single occupants living in double rooms to move together in order to open double rooms for others.
- (5) The University furnishes each student living in University housing with a twin-size bed, a chest of drawers, a closet, a desk, and a chair. Students may provide draperies or other decorations. The University does not provide linen or pillows. Custodial service is provided for residence hall areas other than students' rooms. Students are responsible for keeping their rooms orderly and sanitary and for cooperating in the upkeep of common areas. The residence life and housing office reserves the right to levy and collect fines for unsanitary conditions or severe neglect in the upkeep of a room or lounge (trashing fines); it also reserves the right to levy and collect "group" bills for common area damage.
- (6) The University reserves the right to disallow furniture and fixtures which students add to the rooms if it is determined that those items present a health or safety hazard.

Residence Halls

- (1) Students must not interfere with the comfort, study, or rights of others. Occupants of residence halls are expected to refrain at all times from making excessive noise. Stereo speakers or other amplification devices are not to be placed in residence hall windows and must not be played with the intention of entertainment outside the resident's room. Excessive noise offenses will result in a \$60 fine.
- (2) The use of a residence hall room as a sales or service office or store room without permission in writing from the residence life and housing office is prohibited.
- (3) Animals are not permitted in the residence halls. Violations will result in a \$60 per animal fee and the animal will be removed from campus immediately.
- (4) In order to insure maximum health and safety standards in the residence halls, three categories of electrical appliances have been established. They are:
 - (a) appliances which may **not** be used or stored in the residence halls. These include toasters, toaster ovens, microwave or convection ovens, electric skillets, waffle or crepe pans, crock pots, hot plates, hamburger makers, or electric blankets. Air conditioners are permitted only under the provisions outlined in item (5).
 - (b) appliances which may be used **and** stored in student rooms. These include musical appliances, hair dryers, blenders, hot-air popcorn poppers, fans, and refrigerators which meet the guidelines outlined in item (6).
 - (c) appliances which may be stored in rooms and used in kitchens or ironing rooms. These include irons, oil popcorn poppers, coffee makers, and hot pots of any kind.Any violation of these policies may result in confiscation of the appliance. Second offenses will result in a \$25 fine.
- (5) Air conditioners are permitted only with a certified medical statement. Permission from the director of residence life and housing must be obtained. Permission will be granted for medical reasons that are documented by a physician's letter prior to the registration of the air conditioner, at which time a \$25 electrical surcharge will be collected.
- (6) Refrigerators which meet University standards (maximum 1.5 amps/5 cubic feet) are permitted.
- (7) All extension cords used in the residence halls must be U.L. approved. Multi-plug outlets with 15-amp

circuit breakers approved by U.L. should be used with more than three appliances, including computers.

- (8) Any type of open flame (burning candles and incense, for example) is strictly prohibited.
- (9) Possession of locally, state, or federally owned property is prohibited, including street signs, realtor's signs, road signs, and equipment owned by the Department of Transportation. Violators will be referred to University security and signs will be confiscated by security or residence life and housing staff.
- (10) Water beds are not allowed in residence halls because of potential leakage and damage to property.
- (11) Furnishings are not to be used for any function other than their intended purpose. University equipment, furniture, or furnishings may not be removed or disassembled. Violators will be fined and possibly charged with a judicial violation. Students will be charged for replacement or repair costs.
- (12) The installation of furnishings or alterations such as loft systems and partitions is prohibited except as authorized by the director of residence life and housing. A deposit may be required. Any loft system installed must be registered and treated with a fire retardant varnish. A smoke detector must be installed in the room by the student. Non-registered loft systems must be removed within twenty-four hours, and the student will be fined \$25.
- (13) With the exception of the sun decks on the south side of the campus, students are not permitted on the roofs of any University building. The graveled roofs of the quad residence halls and slate roofs on south campus cannot be used because of the possibility of personal injury as well as damage to the structure. Students seen on any roof will be fined \$50 for the first offense, \$100 for the second offense, and \$200 for the third offense. The fraternity or house organization will be billed automatically when students are seen on roofs adjacent to their suites.
- (14) Students are not permitted to jump or climb from the balconies of residence hall buildings. Students also are not permitted to throw items (e.g. university property, water balloons, etc.) from the windows or the balconies. A fine and/or judicial action will result.
- (15) Students are not allowed to entertain members of the opposite sex in residence halls except during approved visitation hours.

- (16) Tampering with fire alarms or fire equipment is prohibited. The minimum mandatory penalty is the immediate cancellation of the student's housing contract. Unintentional setting off of the alarm (such as with kitchen smoke) may result in a judicial referral for settlement.
- (17) Contraband items not permitted in the residence halls include illegal drugs (cocaine and marijuana, for example); drug paraphernalia; deadly weapons; alcoholic beverages for those under the legal drinking age; nonregistered kegs or party balls; city, state, or federal street and highway signs; and electrical appliances listed in (4a). Empty kegs or party balls may not be stored in rooms or used for

Housing Contract

A. University Obligations

- (1) The University will provide the assigned room from the day before the next fall registration of Wake Forest College, or when the student is officially notified to report, except during stated recesses of the College, until twenty-four hours after the student's final academic examination for the spring semester or after termination of student status. A senior who will be graduated may delay vacating the room until 5:00 p.m. on Commencement day.
- (2) In the event of mechanical difficulty (air conditioning, heat, hot water, and other equipment) or interruptions of electrical power or water service, the University will make reasonable efforts to restore service. However, there shall be no abatement in residence hall charges because of such a failure.

B. Obligations of the Student

The student will:

- (1) use the room as his or her residence during the applicable academic year in accordance with this agreement.
- (2) exercise reasonable care in the use of the room and the facilities of the residence halls, and know and abide by all regulations pertaining to the residence halls of the University, whether such regulations are now in effect or will be enacted in the future.
- (3) hold harmless the University from any suit, action at law, or other claim whatsoever resulting from or arising out of any injury to the student's person or

property while a resident of a residence hall under this agreement.

(4) pay to the University the cost of replacement or repair for any breakage or damage to the room, its fixtures or appurtenances, and a pro rata share for damages to commonly-used property when the identity of persons responsible cannot be reasonably determined.

(5) pay charges for both semesters in a timely manner in the amounts prescribed by the schedule of payments as issued by Wake Forest University for the type of room assigned.

C. Refund Policy

(1) The University will refund the pro rata portion of the student's payments upon withdrawal from the residence halls for the following reasons: (a) the student graduates; (b) the student does not enroll in the College for the spring semester, providing written notice is received in the residence life and housing office at least two weeks prior to registration for that semester; (c) health reasons, approved in writing by the director of the Student Health Service. Any withdrawal for the reasons above terminates the student's rights under this agreement.

(2) If it is determined by the University that the student's health renders group living hazardous, then this agreement shall terminate upon notice to the student. The University will make a pro rata refund of the housing fee paid.

(3) If the student is suspended from the University or removed from University housing as a result of a disciplinary proceeding, the student is not entitled to a refund.

(4) If a student, who is currently enrolled in the College, breaches the housing agreement by not occupying an assigned room or by vacating the room prior to the end of the spring term as specified in A.(1), the student is obligated to pay charges for both semesters. If no additional unoccupied space will result from the breach, then the Office of Residence Life and Housing may grant approval in advance to charge only pro rata charges for the room.

D. General Conditions

(1) The University reserves all rights in connection with the assignment or reassignment of rooms. Additionally, any student whose actions are found by the University or its designated agent to be detrimental to the welfare of a student living group

may be required to withdraw from the housing assigned without further University obligation.

(2) If a student is assigned a room for the next academic year and is academically ineligible to continue at the end of the first summer session immediately preceding, the room assignment will be cancelled. If the student attends the second summer session and is permitted to return in the fall, the student may request placement on a waiting list, but housing is not guaranteed.

(3) In the event this agreement is used for assignments after the fall semester has begun, it will be effective for the remainder of the academic year.

(4) The University is not responsible for the loss or damage to items of personal property of the student in residence halls, luggage rooms, or on its grounds before, during, or subsequent to the period of the agreement.

(5) The student grants permission for entry and inspection of the assigned room by authorized University personnel according to policies in the current *Student Handbook*.



The side patio of the Benson University Center.

Immunization Policy

Wake Forest University and *North Carolina State law* require that all new, transfer, readmit, unclassified or visiting students, except those with a valid exemption, submit certification of certain immunizations **PRIOR TO REGISTRATION**. Documentation should be on or attached to the completed health summary form provided by the Student Health Service in order to assure correct identification of the student. Acceptable documentation is a statement signed by the appropriate official(s) having custody of the records of immunization, such as a physician, county health department director or a certificate from a student's high school containing the approved dates of immunizations.

The American College Health Association recommendations and *North Carolina State law* require certification in accordance with the following:

- (1) **Tetanus and Diphtheria (Td)**. Students must document a Td immunization series AND a booster within ten years of enrollment.
- (2) **Rubeola (Measles)**. Students must document two doses of live virus measles vaccine after 12 months of age (after 3/21/63*) unless (a) they have a physician's certificate which states that they have had measles, (b) they were born prior to 1/1/57, or (c) they have proof of a titer indicating they are immune.
- (3) **Rubella (German Measles)**. Students must document that they have had one dose of live virus vaccine after 12 months of age (after 6/9/69*) unless (a) they have documentation of a titer indicating they are immune, or (2) they will be fifty years old before they enroll. History of the disease is **not** acceptable.
- (4) **Mumps**. Students must document that they have had one dose of live virus mumps vaccine after 12 months of age (after 12/28/67*) unless (a) they have a physician's certificate which states that they have had mumps, (b) they were born before 1/1/57, or (c) they have documentation of a titer indicating they are immune.
- (5) **Polio**. Students must document that they have had either trivalent or monovalent oral polio vaccine unless they will be eighteen years old or older when they enroll. A booster is recommended for students traveling to countries where polio is endemic.

**Indicates date the vaccine was licensed by the FDA. Combination vaccines have different licensure dates.*

(6) A **Tuberculin skin test** is required. The test must have been done in the 12 month period prior to enrollment. If the student is known to be tuberculin-positive or if the test is positive, a record of treatment is required.

The North Carolina requirements must be documented within thirty days following enrollment. After that time, unimmunized students cannot attend classes until their immunizations are documented. Please note that some series require several months for completion.

Student Health Insurance

All Wake Forest students are required to have health insurance. Wake Forest offers student health insurance through **ABCO 100** at a reasonable cost. Information concerning the insurance will be mailed directly to your home address. If you do not receive the information, call ABCO at 1-800-222-5780. **Each student will be required to sign up for the plan offered, or sign a waiver showing other coverage.**

Human Immunodeficiency Virus (HIV) Infection Policy

The human immunodeficiency virus (HIV) is the infectious agent which causes acquired immunodeficiency syndrome (AIDS). HIV primarily affects immune system white blood cells, and the degree of the resulting compromise of the immune system determines an infected person's clinical status. Anyone infected with HIV is infectious to anyone with whom he or she has unprotected sexual intercourse or shares blood. A protective vaccine has not been developed. Limited treatment which may delay AIDS manifestations is now available; therefore, clinical testing of persons involved in risky behaviors is encouraged. HIV infection is a continuum ranging from no obvious disease, to recurring infections with remissions, to deterioration, to death. Studies to date indicate that 100% of people infected with HIV eventually develop AIDS.

Transmission of HIV has only been documented through unprotected sexual intercourse, blood and blood product exchange (primarily by sharing contaminated needles when using intravenous drugs), and from HIV-infected pregnant women to their infants. HIV infection is not spread by casual contact; therefore, persons infected with HIV do not pose any risk of HIV infection in routine social, occupational, educational, or recreational settings.

In view of the scientific evidence about how HIV can and cannot be transmitted by asymptomatic and symptomatic persons, the following policies apply to members of Wake Forest University (Reynolda campus) community:

(1) Members of the Wake Forest University community will receive updated information on HIV infections, their outcome, transmission, and prevention. Dissemination of this information will be supervised by the Health Advisory Board.

(2) Mass screening of community members for HIV infection is not indicated at the present time and will not be done.

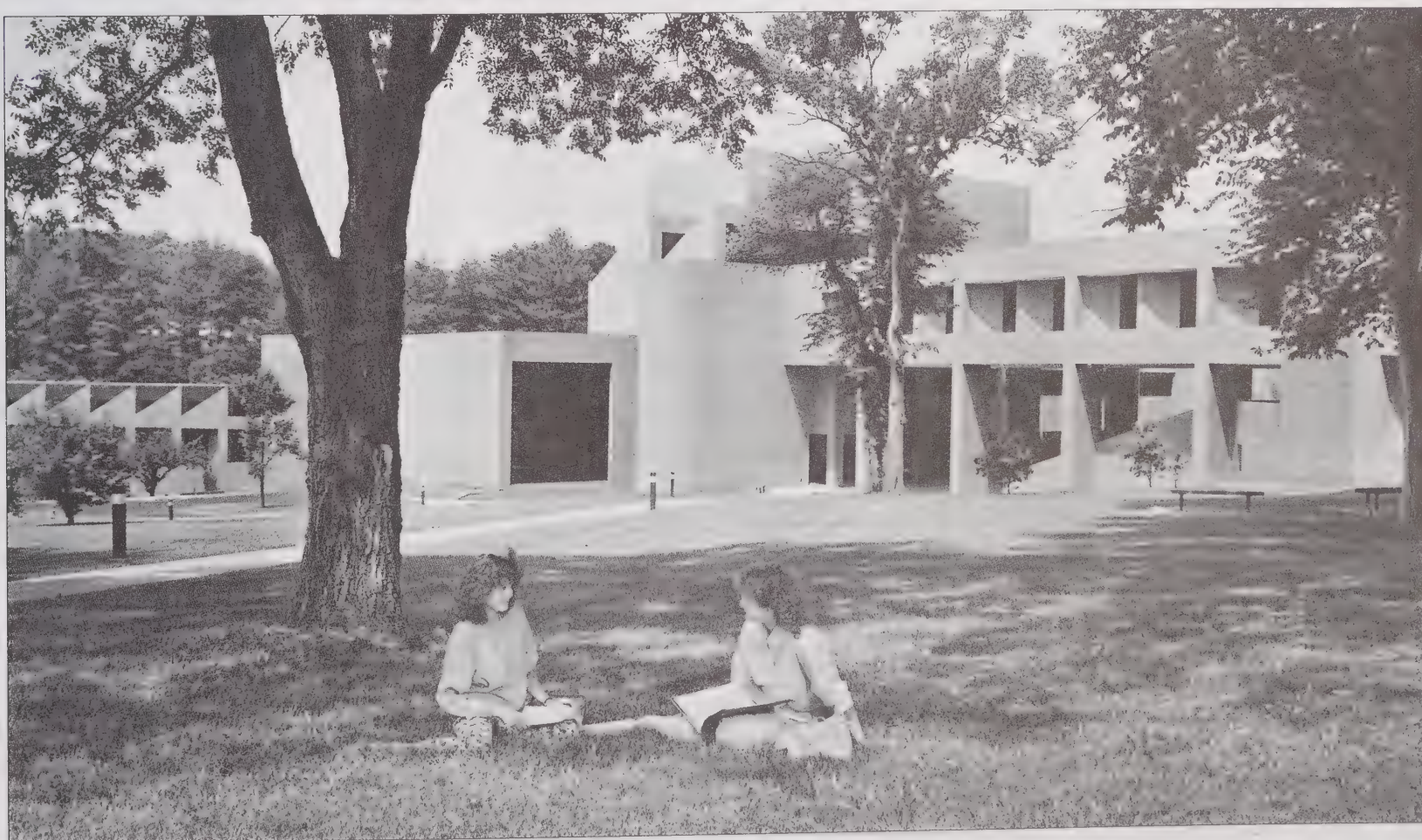
(3) Persons with any form of HIV infection will be expected to inform health care practitioners prior to assessment and/or treatment of their infectious condition.

(4) The need for accommodations and restrictions of HIV-infected persons will be determined on a case-by-case basis. Recommendations concerning each case will be made by the Health Referral Advisory Board to the vice president for student life and instructional resources.

(5) Clinical records of persons with HIV infection will be kept confidential in accordance with the University's record-retention policy. Public health officials will be informed of the existence of such cases as required by law.

(6) HIV-infected individuals must conduct themselves responsibly for the protection of themselves and other members of the University community. Persons who refuse to comply with infection control measures as defined by North Carolina State law and as recommended by the medical staff of the Student Health Service will be referred to the vice president for student life and instructional resources.

(7) Questions concerning the University's policy, educational information, or the treatment of cases will be referred to the Health Advisory Board. Members of the board include the directors of the Student Health Service (chair), University Counseling Center, campus ministries, residence life and housing, a faculty member of the Division of Infectious Diseases at Bowman Gray School of Medicine, a staff member of the University counsel, a faculty member from the Reynolda Campus, the health educator, and a student member.



The Scales Fine Arts Center contains classrooms, music practice rooms, art studios, and theaters.

Useful Telephone Numbers*

**Unless otherwise noted, the prefix for all numbers is 759*

Activities Coordinator/ Campus Calendar	5788	Emergency (Security)	5911	Pool	5204
Admissions/Financial Aid	5201	English Department	5383	Post Office, WFU Contract	5298
Alcohol Event Registration	5921	Equal Opportunity, Office of	4814	Pre-Graduate School Advising	5156
Anthropology Department	5945	Financial Aid Office	5176	Pre-Law Advising	5450
ARA Food Services	5607	Food Court, Benson Center	4695	President	5211
AROTC/Military Science	5308	German and Russian Department	5359	Provost	4900
Art Department	5310	Graduate School	5301	Psychological Services	5273
Asian Languages and Literatures	4817	Greek Activities	5921	Psychology Department	5424
Asian Studies	5772	Health and Sport Science Department	5391	Public Affairs, Office of	5890
Athletics	5616	Health Educator	5937	Registrar's Office	5207
Babcock Graduate School of Management	5422	Health Professions Student Services	5323/5572	Religion Department	5461
Baptist Student Union	5021	Help Line for Academic Computing	4879	Residence Life and Housing	5185
Barber and Beauty Shop	759-2443	History Department	5501	Reynolda House	725-5325
Biology Department	5323	Howler, The	5289	Romance Languages Department	5487
Bowman Gray School of Medicine	748-2011	Housing	5663	Russian Department	5359
Business and Accountancy, School of	5304	Information Desk	5255/5256	Scholarships/Student Aid	5176
Cafeteria, Reynolda Hall	4595	Information Technology Center	4649	Secrest Artists Series	5757
Calendar, Campus	5788	International Studies	5938/5939	Security (Information)	5591\5592
Campus Ministry	5248	Intramural Sports	5838	Security (Emergency)	5911
Career Services	5156/5246	Judicial Affairs	5226	Sociology Department	5495
Chaplain	5210	Language Laboratory	5271	Speech Communication	5405
Chemistry Department	5325	Law, School of	5430	Sports Information	5640
Classical Languages Department	5330	Learning Assistance Program	5929	Student Activities	5228
College Bookstore	5603/5144	Library	4931/5476/5480	Student Development	5226
Communication Services	5150	Magnolia Room	5610	Student Government	5293
Computer Center (Data Services)	5261	Mathematics and Computer Science Department	5354	Student Health Service	5218
Computer Science Department	5354	Microcomputer Center	5543	Student Life	5226
Controller's Office	5234	Military Science Department	5308	Student Magazine, The	5291
Counseling Center	5273	Minority Affairs Office	5864	Student Union	5228/5230
Dance	5393	Museum of Anthropology	5282	Summer Session	5216/5664
Data Services (Computer Center)	5261	Music Department	5364	Sundry Shop	5604
Deacon Shop	5606	National Defense Loans/ Perkins Loans	5189	Telecommunications	5150
Dean of the College	5311	Old Gold and Black	5280	Tennis Center	5634
Dean of Student Services	5226	Parking Management	6123	Tests: GRE, GMAT, LSAT	5311
Dean of the Summer Session	5216/5664	PASS-Program of Academic Support Services	5410	Theater Department	5294
Debate Team	5267	Philosophy Department	5359	Tocqueville Forum	5665
Director of Student Development	5921	Physical Facilities	5611	Traffic	6123
Economics Department	5334	Physics Department	5337	University Counseling Center	5273
Education Department	5341	Pizza Hut, Benson Center	4862	University Security	5911
		Placement Office	5246	University Theater	5294
		Politics Department	5449	Volunteer Service Corps	5290
				Wake Forest Baptist Church	5297
				WAKE Radio	5129/5192
				WFDD-FM	5257
				Women's Studies	5139

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The Academic Calendar

Fall Semester 1992

August	20	Thursday	Residence halls open at 8:00 a.m. for first-year students
August	20-25	Thursday-Tuesday	Orientation for first-year students
August	22	Saturday	Residence halls open at 10:00 a.m. for transfer students
August	22-24	Saturday-Monday	Orientation for transfer students
August	23	Sunday	Residence halls open at noon for returning students
August	24, 25	Monday, Tuesday	Registration for all students
August	25	Tuesday	Opening Convocation*
August	26	Wednesday	Classes begin
September	8	Tuesday	Last day to add courses
September	22	Tuesday	Last day to drop courses
October	16	Friday	Midterm grades due. Fall holiday
November	25-29	Wednesday—Sunday	Thanksgiving recess
November	30	Monday	Classes resume
December	4	Friday	Classes end
December	7-9	Monday—Wednesday	Examinations
December	10	Thursday	Reading Day
December	11, 12	Friday, Saturday	Examinations
December	14, 15	Monday, Tuesday	Examinations
December	16-		
January	10	Wednesday—Sunday	Christmas recess

*Subject to change

Spring Semester 1993

January	10	Sunday	Residence halls open at noon
January	11	Monday	Validation of registration for all students
January	12	Tuesday	Classes begin
January	18	Monday	Martin Luther King Jr. Day—no classes
January	26	Tuesday	Last day to add courses
February	(Date to be announced)		Founders' Day Convocation
February	9	Tuesday	Last day to drop courses
March	5	Friday	Midterm grades due
March	6-14	Saturday—Sunday	Spring recess
March	15	Monday	Classes resume
April	9	Friday	Holiday, Good Friday
April	30	Friday	Classes end
May	3-5	Monday—Wednesday	Examinations
May	6	Thursday	Reading Day
May	7, 8	Friday, Saturday	Examinations
May	10, 11	Monday, Tuesday	Examinations
May	16	Sunday	Baccalaureate
May	17	Monday	Commencement

WAKE FOREST
UNIVERSITY